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ABSTRACT

The mission of the North Carolina Arts Council is to enrich cultural life and to nurture and support excellence in the arts. The professional staff provides services to artists, art organizations, and supporters of the arts. The council offers grant assistance for specific activities by funding programs designed to support particular groups of artists. Community development, salary assistance, scholarship, innovative, and management support programs are described. In addition, descriptions of grants to support the emerging artists and the grassroots arts programs are provided. The document contains descriptions of both the visiting artists and the artists-in-schools programs, along with residency guidelines, evaluation criteria, and costs. Specific grant information, instructions, application procedures, and forms are included. A visiting artist directory is appended. (JHP)

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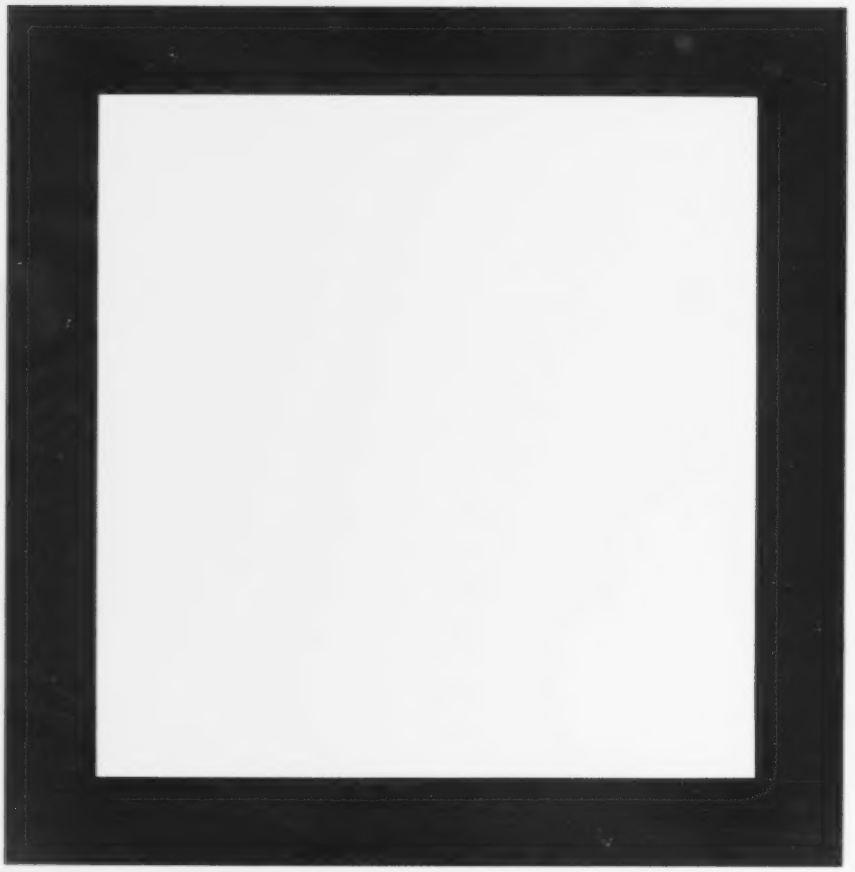
North Carolina **Arts Council**

Community Development



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What is the North Carolina Arts Council?

It is the mission of the North Carolina Arts Council to enrich the cultural life of the state by nurturing and supporting excellence in the arts and by providing opportunities for every North Carolinian to experience the arts.

The North Carolina Arts Council is appointed by the Governor to guide the development of the arts throughout the state. Its professional staff provides services to artists, arts organizations and arts supporters in North Carolina.

Goals
The programs of the North Carolina Arts Council are designed to address the following goals:

1. *Create a climate in which artists can earn a living through their art.*
2. *Encourage the creation of new work.*
3. *Stabilize organizations which promote the arts.*
4. *Establish networks through which the arts can be delivered to all parts of the state and to our varied citizenry.*

Organization
The North Carolina Arts Council was established by executive order in 1964 and became a statutory state agency in 1967. Funds for Council programs and services are provided by the North Carolina General Assembly and the National Endowment for the Arts, a federal agency in Washington, DC.

The Council is a division of the Department of Cultural Resources. The nation's first cabinet-level state department providing arts, history and library programs, it was created in 1972. The North Carolina Museum of Art and the North Carolina Symphony are other arts agencies within the same department as the Council.

North Carolina Arts Council members serve three-year terms. The twenty-four appointees are citizens of recognized accomplishment in the arts, humanities, business, education or public service.

Council members set policy and serve on panels which recommend grant awards. Many panels also include professionals in the field.

Each section of the Council provides grant assistance for specific activities through funding programs designed to support particular groups. Refer to the guidelines for each section for eligibility for funding activities.

Contact the North Carolina Arts Council
The Council is located in two houses bordering the Historic Oakwood neighborhood east of the state capitol. The Williams House, containing the Dance, Music, Visual, Literature, Theatre and Touring/Presenting programs, is at 221 East Lane Street. The Cambridge House, containing the Community Development and Folklife programs, is at 407 N. Person Street.

Mailing address:
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611

Telephone:
919/733-2821 Performing
919/733-2111 Visual/Literature
919/733-7897 Community/Folklife

The North Carolina Arts Council, a state agency, is a division of the Department of Cultural Resources; James G. Martin, Governor; Patric Dorsey, Secretary. North Carolina Arts Council: Michael Newman, Chairman; Mary B. Regan, Executive Director.

Community Development Section

The purpose of the Community Development Section is to encourage and nurture arts development at the local level in North Carolina. It provides financial assistance to enable multi-arts organizations to develop locally initiated and community oriented programming as well as support activities of other single discipline organizations in their communities.

The Community Development Section may provide grant assistance to any non-profit arts organization or other non-profit organization conducting arts projects.

Minority involvement, arts education and organization development consultation is provided by the Community Development Section.

Community Development Programs

The following list includes all funding programs provided by the various sections of the Council. Those programs in italics are not available through the Community Development Section.

1. *Operating Support grants are not offered.*
2. Salary Assistance grants provide help in establishing permanent staff positions in multi-arts organizations.
3. Consultant grants help organizations bring in outside management expertise.

   Workshop grants help support expert instruction in organization development.
4. Scholarship grants help administrators strengthen their management skills.

   Internships are available to train promising administrators in community arts administration. Contact the Community Development Section for details.
5. Community Development Initiatives grants help support projects which are innovative and which further public arts involvement.

   Management Service Organization grants support projects of statewide organizations serving community arts programming.

   Emerging Artist grants help local arts councils support artists in their communities.
6. *New Works grants are offered through the Visual Arts Section to commission works of art in public places.*
7. *Touring Fee Subsidy is available to selected performers booking through the Touring Programs of the Council. Presenters should see the Touring booklet.*

   Exhibitions grants support booking of quality exhibitions. See the Visual Arts booklet.
8. *Fellowships are offered through the art form sections of the Council.*
9. Residencies are available through the Artists-in-Schools and Visiting Artist programs. Individual artists are screened for placement in residence at community colleges and in the schools.

   Artists must possess a master's degree or the equivalent training and experience in their art form. They should demonstrate strong communication skills and be willing to present their art in varied public settings.
10. Grassroots Arts Program funds are distributed on a per capita basis for local arts activities. The program is administered through local arts councils in most counties. Most projects of community arts organizations which receive state funds will do so through the Grassroots Arts Program. Community arts organizations are encouraged to seek support through this program.

    The Grassroots Arts Program provides the largest amount of the Council's funding to community arts organizations. More than 97 percent of Grassroots funds are allocated to community groups.

    Since the Grassroots Arts Program is a cooperative program between the North Carolina Arts Council and local arts councils, applicants should first contact their local arts councils for information about the allocation of these funds in their county.
11. Interdisciplinary Projects are collaborative programs and projects which integrate multiple arts disciplines to form a single work. Applications will be evaluated by another panel composed of representatives from other art forms as well as community development.
12. Arts Education grants are offered through the Artists-in Schools and Public School Challenge programs. Folklife in Education projects may also be funded through the Folklife Section.
13. Local Government Challenge grants match new allocations by county and municipal governments for local arts council programming.

Community Development Funding Eligibility

Non-profit Multi-arts Organizations are eligible to apply for assistance in programs 2, 3, 4, 5, 6, 7, 10, 11, and 12.

Local Arts Councils and Commissions are eligible to apply for assistance in programs 2, 3, 4, 5, 6, 7, 10, 11, 12 and, through their local governments, 13.

Management Service Organizations are eligible to apply for assistance in programs 3, 4, 5, 6, 7, 10 and 11.

Individual Artists are eligible to apply for assistance in programs 7, 8, 9 and, in a few counties, 10.

Minority organizations and artists are encouraged to apply in all applicable grant categories. The Council solicits and supports minority involvement and participation in the arts.

Non-arts organizations, including schools and school systems, which sponsor arts projects are eligible to apply for assistance in programs 5, 6, 7, 10, 11 and 12.

Definitions

Multi-arts Organization
A multi-arts organization is a non-profit group which serves a wide range of art forms, including performing, visual and literary.

Local Arts Council or Commission
A Local Arts Council or Commission is a non-profit organization which exists to develop the arts and serve the arts organizations and artists in a community.

Criteria for the above agencies
- separate incorporation as a non-profit organization
- supportive trustees or board of directors broadly representative of the community served
- attainable long range plan at least three years into the future
- significant participation and outreach sustained for at least two years
- access to facilities in which the arts can take place and participants representing a cross-section of the community can be accommodated
- prospects of significant financial support in the community

Local Distributing Agent
A Local Distributing Agent (LDA) is an organization nominated by the county commissioners and approved by the Council to distribute Grassroots Arts Program funds for the county.

Local Distributing Agent Criteria
- meets the agency criteria above
- exists primarily to aid the arts
- supports all art forms
- opens programs to the entire community and actively seeks county-wide involvement
- is governed by a citizen board which is not self-perpetuating, with board members elected or appointed by persons other than board members and serving terms of limited number and duration

How to Apply

Granting Procedures
Most applications are due in March and October. Applicants are strongly encouraged to discuss proposals with the program staff before submitting applications. Special assistance to disabled applicants is available.

When a program deadline is listed as both March 1 and October 1, the March deadline is the primary funding cycle. Depending upon demand and the quality of applications at the March deadline, there may be no funding or only limited funding available for October applications. Applicants should apply March 1 whenever possible.

Deadlines
There are different deadlines for each funding program for direct grants from the Council.

January 15
- Local Distributing Agents for the Grassroots Arts Program

February 1
- Individual Artist Residencies

March 1
- Workshop
- Salary Assistance
- Initiatives
- Emerging Artist
- Management Service
- Grassroots Arts Program in counties without Local Distributing Agents
- Internships
- Arts in Education

April 1
- Local Government Challenge
- Consultants/Scholarships cutoff

October 1
- Workshop
- Salary Assistance
- Initiatives
- Emerging Artist
- Arts in Education

Project Period
Projects must take place during the time period specified for each deadline.

Apply March 1 for projects that start after July 1 and end by June 30 of the next year.

Apply October 1 for projects that start after January 1 and end by June 30 of the same year.

Matching Requirement
Generally, all Council grants to organizations must be matched by cash spent on the same project by the applicant organization. The applicant must provide at least 50% of the total cash costs of the project.

Salary Assistance

Eligibility
Any community-based non-profit tax-exempt arts council, commission or other local multi-arts organization.

Purpose
To strengthen the administrative effectiveness of local arts councils and multi-arts organizations by assisting them in obtaining needed expertise.

Description
Organizations are assisted in establishing permanent staff positions. Grants generally are based on a declining scale.

Organizations may apply each year for up to three years for a portion of the salary. The grant may not be used to raise the salary or change the job duties of an existing position.

A position that qualifies for subsidy is a high-level professional program, administrative or artistic position. The position may be full- or part-time. If a position is expanding from part-time to full-time the expanded time may be funded.

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Allowable Costs
Salary for the funded position. FICA costs and fringe benefits will not be funded by the Council and should be budgeted by the organization in addition to the salary. Raises given to employees in second and third years of the grant are encouraged but are not to be calculated in the Council's portion of the salary.

Evaluation Criteria
Position Merit
- potential effectiveness of proposed position in strengthening the applicant organization
- potential for local financial support to ensure that the position is totally supported by the applicant organization in the fourth year
- thoroughness of selection process for proposed employee

Organizational Strength
- strength of Board of Directors
- strong community support
- involvement of professional artists
- responsiveness to community needs
- efforts to reach people not generally involved in the arts
- involvement of racial minorities
- adoption of a long-range plan

Need

Amount of Grant
First year is up to $14,000 or 2/3 of the proposed salary. Second year is up to $10,500 or 1/2 of the original salary. Third year is up to $7,000 or 1/3 of the original salary.

When a position is expanded from part-time to full-time, the 2/3, 1/2, 1/3 formula is applied to the expanded portion of the salary.

Matching Requirement
The organization must pay the remainder of the salary and the benefits for the position each year.

Other Requirements
All legal requirements and funding policies described in the application instructions.

A proposed job description must be included with the application. The Community Development Section must be involved in the selection process.

Form
Standard Grant Application Form.
(Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
March 1 for one year's salary beginning July 1.
October 1 for six months' salary beginning January 1.

Staff Assistance
Contact the Community Development Section.

Consultants

Eligibility
Any community-based non-profit tax-exempt arts council, commission or other multi-arts organization.

Purpose
To help organizations deal with management problems and improve management effectiveness.

Description
Organizations are assisted in using expert advice to help solve particular problems or begin significant new endeavors.

Allowable Costs
Generally consultant's fees and travel expenses.

Evaluation Criteria
- the potential effectiveness of the consultation
- the credentials of the proposed consultant
- the need of the organization for such services

Amount of Grant
Generally up to $1000.

Matching Requirements
Generally the consultant's food and lodging.

Other Requirements
All legal requirements and funding policies described in the application instructions.

A written report must be prepared by the consultant and included with the consultant grant evaluation.

Form
Standard Grant Application Form.
(Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
Six weeks before funds are needed, but no later than April 1 for consultancies that will take place by June 30.

Staff Assistance
Contact the Community Development Section.

Workshop Grants

Eligibility
Any community-based non-profit tax-exempt arts council, commission or other multi-arts organization.

Purpose
To help improve the effectiveness of arts organizations within their respective communities.

Description
Funds to sponsor management workshops are provided. Grants may support expert instruction in board development, planning, fundraising, grantsmanship, financial management, marketing, publicity and promotion, programming and other aspects of organization development.

Allowable Costs
Instructors' honoraria, travel, food and lodging; supplies, printing and postage for workshop publicity and/or instructional materials; space rental; and other related expenses.

Evaluation Criteria
Need

Program Merit
- potential effectiveness of the workshop(s)
- credentials of the proposed instructor(s)
- number of organizations to be served
- involvement of minority arts organizations

Amount of Grant
Up to $500.

Matching Requirement
Generally the Council will assume no more than 50% of the total cash requirements of a project.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form.
(Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
March 1 for funds to be spent from July 1-June 30.
October 1 for funds to be spent from January 1-June 30.

Staff Assistance
Contact the Community Development Section.

Scholarships

Eligibility
Any community-based non-profit tax-exempt arts council, commission or other multi-arts organization.

Purpose
To strengthen the management skills of administrators.

Description
Management skills of administrators are strengthened by grants to organizations to send their personnel to workshops, conferences, seminars, classes or other in-service educational opportunities.

Allowable Costs
Tuition or registration fees and travel, food and lodging expenses associated with attendance at the educational event. Not allowed are costs of formal study toward an academic or professional degree.

Evaluation Criteria
- the potential effectiveness of the training program
- potential impact of the training on the applicant organization
- qualifications and commitment of applicant administrator
- applicant organization's demonstrated need for scholarship assistance

Amount of Grant
Up to $500.

Matching Requirement
The Council will assume no more than 50% of the total cash costs of the educational event.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Scholarship assistance is limited to one administrator per organization in a given fiscal year.

Form
Standard Grant Application Form. (Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
Six weeks before funds are needed, but no later than April 1 for scholarships to be used by June 30.

Staff Assistance
Contact the Community Development Section.

Initiatives

Eligibility
Any community-based non-profit tax-exempt organization, with priority given to arts councils, commissions or other local multi-arts organizations.

Purpose
To support innovative community arts programs which cannot be adequately funded through the Grassroots Arts Program and/or Local Government Challenge Grants and for which other Community Development Section grant categories are inappropriate.

Description
This category is designed for programs which are pilot projects or demonstrate a definite need which cannot be met through other categories. The Community Development Section is especially interested in supporting exceptional initiatives that further the arts involvement of minorities and special populations. Innovative arts education programs are also encouraged.

Allowable Costs
Program, administrative or operating expenses related to the program.

Evaluation Criteria
Need

Program Merit
- –responsiveness to community needs
- –involvement of racial minorities
- –cooperation among existing arts and community organizations

Organizational Strength
- –organization's ability to carry out project
- –organization's ability to develop other funding for the project in the future

Artistic Excellence
- –involvement of professional artists

Amount of Grant
Generally up to $5,000.

Matching Requirement
Generally the Council will assume no more than 50% of the total cash requirements of a project.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form.
(Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
March 1 for funds to be spent from July 1-June 30.
October 1 for funds to be spent from January 1-June 30.

Staff Assistance
Contact the Community Development Section.

Management Service Organization Grants

Eligibility
Any non-profit tax-exempt statewide arts groups which, through their membership, represent particular arts constituencies and, through their service projects, provide management assistance to community-based arts organizations.

Purpose
To help improve the effectiveness of management service organizations and their projects.

Description
This category provides support for service projects such as conferences, workshops, technical assistance, newsletters and other publications, promotion, data collection, etc.

Allowable Costs
Program and administrative costs associated with specific management service projects.

Evaluation Criteria
Need

Program Merit
- demonstrated support of organization's members
- responsiveness to the needs of the constituency
- efforts to reach potential members
- involvement of racial minorities
- potential impact of service project(s)

Organizational Strength
- size of membership and/or evidence of growth
- organization's ability to carry out project
- evidence of growing financial support by the membership

Amount of Grant
No set amount.

Matching Requirement
The Council will assume no more than 50% of the total cash portion of a management service organization's operating budget.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form.

Deadline
March 1 for funds to be spent from July 1-June 30.

Staff Assistance
Contact the Community Development Section.

Emerging Artists Program

Eligibility
Any community-based non-profit tax-exempt local arts council, commission or other local multi-arts organization.

Purpose
To recognize and provide financial support for committed, accomplished artists in their formative years, enabling them to advance their work and careers as developing professionals in their respective art forms.

Description
This program provides matching grants to local arts councils to assist them in obtaining funds from community-oriented foundations and trusts for the purpose of awarding professional development grants to accomplished local artists in the early stages of their careers. The grant and matching funds are to be awarded to artists who pass an open and competitive screening process. Grants to artists should be small subgrants for specific projects which will assist the artists in furthering their careers.

Emerging Artists awards may be used by the artists for the expenses of such projects as attendance at workshops or master classes, production of audio or video demonstration tapes or visual arts portfolios, purchase of supplies and materials necessary for the completion or production of a new work, or the rental of a facility for the presentation of a new work.

Allowable Costs
Artist subgrants and administrative costs associated with the program.

Evaluation Criteria
Organizational Strength
- organization's ability to carry out the program
- organization's potential ability to develop funding for the program

Program Merit
- evidence of the organization's understanding of the Emerging Artists Program intent and guidelines
- caliber of judges to serve on artist screening panel(s)

Amount of Grant
Generally up to $3,000.

Matching Requirements
Emerging Artists Program grants must be matched at least dollar-for-dollar with funds from one or more community or family foundations or trusts.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form.
(Organizations whose budget attachments have already been provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
March 1 for funds to be spent from July 1-June 30
October 1 for funds to be spent from January 1-June 30.

Staff Assistance
Contact the Community Development Section.

Grassroots Arts Program

Eligibility
Any non-profit tax-exempt organization. Local Distributing Agents (LDAs) apply directly to the Council. Other organizations apply to their county LDA. In counties without LDAs other organizations may apply to the Council.

Purpose
To allow for the decentralization of state grants decisions and to provide a system of annual arts funding to every county in the state.

Description
The Grassroots Arts Program is a partnership between the Council and the communities of the state. The State of North Carolina provides its major support of local arts projects through this program by allocating funds to the counties on a per capita basis.

Generally, funds are distributed in a county by an organization which is nominated by the county commissioners and approved by the Council as a Local Distributing Agent (LDA). The LDA is the Council's partner in making grants to local arts organizations for arts development. Local projects should be supported through Grassroots funds rather than other Council grant categories designed for specific needs. Community arts organizations should deal directly with their LDAs when seeking Grassroots funds for local projects.

Counties Without Local Distributing Agents
If a county does not have an organization which can be approved as a Local Distributing Agent, the Council will retain that county's per capita share of Grassroots Arts Program funds and will act as the LDA for that county. Interested organizations in the county should submit applications to the Council for a portion of the county's per capita allotment.

Allowable Costs
Program and operating costs and administrative costs with the exception of permanent personnel.

Evaluation Criteria
Each Local Distributing Agent establishes evaluation criteria which reflect the arts development needs of their county. Community organizations should contact their LDAs for application procedures.

In funding organizations in counties without LDAs, the Council will consider more favorably proposals which indicate an effort toward county-wide interagency cooperation and progress toward the development of an LDA.

In addition, the Council looks for evidence of the following when distributing Grassroots Arts Program funds:

Program Merit
- strong community support
- involvement of professional artists
- cooperation among existing arts and community organizations
- responsiveness to community needs
- efforts to reach people not generally involved in the arts
- involvement of racial minorities

Organizational Strength
- organization's ability to carry out the project
- organization's ability to develop other funding for the project

Artistic Excellence

Amount of Grant
No specific limit. Grant amounts will depend on the size of the county allocation. A schedule of county allocations is available from the Council on request. Funds are distributed on a per capita basis to each county of the state according to the most recent official population estimates of the Office of State Planning, Department of Administration.

Matching Requirements
Grassroots Arts Program allotments must be matched one-to-one. Matching funds must be in cash, be local funds, may be either public and/or private funds, must be designated for community arts organizations and/or programs, and may not be used to match other Council grants. Matching funds and Grassroots funds do not necessarily have to be spent on the same project, but both must be spent in the same fiscal year.

Other Requirements
All legal requirements and funding policies described in the application instructions. Reports on all subgrants made with Grassroots Arts Program funds and local matching funds must be submitted at the end of the funding period.

Form
Grassroots Arts Program Application Form for organizations applying directly to the Council.

Community organizations should contact their county LDA where one exists to obtain local application forms.

Deadline
January 15 for Local Distributing Agents. March 1 for organizations in counties without Local Distributing Agents. LDAs will set other deadlines for distribution of their county allotment.

Staff Assistance
Contact the Community Development Section.

Nomination
The Board of Commissioners of each county may nominate one organization which, if approved by the North Carolina Arts Council, will become the official LDA for that county's Grassroots Arts Program funds.

It will not be necessary for the commissioners to repeat this process annually and the official LDA will remain so until such time as it no longer meets the necessary standards as described below. The determination that an organization ceases to meet the necessary standards will be the responsibility of the North Carolina Arts Council.

Quality arts experiences should be the primary goal of any organization nominated as the LDA. The organization should be one which sponsors successful programs and provides useful services to its county and is recognized by the community for its leadership in arts development. In addition, to qualify as an LDA, an organization must meet the following standards:

1. *It must exist primarily to aid the arts.*
2. *Its purpose must be to support all art forms, including performing, visual and literary.*
3. *Its programs must be open to the entire community, and it must actively seek the involvement of all parts of the county and strive for interagency cooperation.*
4. *It must be a non-profit, tax-exempt organization.*
5. *It must be governed by a citizen board which is not self-perpetuating. (A board is considered not self-perpetuating if its members are elected or appointed by persons other than the board members themselves and if its members serve terms limited in number and duration.)*
6. *It must have been incorporated and active for at least one full year prior to being nominated as an LDA.*
7. *It must be able to demonstrate administrative and financial stability.*
8. *It must be able to match Grassroots Arts Program funds at a ratio of one-to-one with public and/or private funds from within the county in which it is located.*

Local Distributing Agents County Plan
Annually the LDA will prepare a plan for the distribution and expenditure of that county's funds. The plan must be designed to assist in the total development of the arts in that county and should be the product of a careful process which includes provisions for public input into the use of funds. The planning process should consider the needs of individual artists, established and emerging arts organizations, racial minorities, and the general public.

The plan will be submitted to the North Carolina Arts Council for review. Upon approval of the plan, the Council will send the funds directly to the LDA. At the end of the funding period, the LDA will report to the Council on the expenditure of both the grant and matching funds, including any subgrants, and will show that they were spent in accordance with the approved plan.

Arts in Education

The Community Development Section offers three arts in education programs: Artists-in-Schools, Public School Challenge, and Visiting Artist.

Artists may apply for placement as Resident Artists in schools or community colleges which participate in these programs.

Schools or community non-profit organizations may apply to sponsor Artists-in-Schools or Public School Challenge programs. Initiatives grants are also awarded for innovative arts in education projects.

Resident Artists

Purpose
To select professional artists eligible for placement in residence in educational settings to serve as creative and community resources.

Description
Artists may apply for consideration in either the Artists-in-Schools Program or the Visiting Artist Program, or both programs simultaneously.

The Artists-in-Schools program is cooperatively sponsored in North Carolina by the National Endowment for the Arts and the North Carolina Arts Council. Residencies take place in elementary and secondary (K-12) schools throughout the state. Artists enhance students' power of perception, expression and creative communication and reinforce the creativity of teachers. Residencies are structured according to specific guidelines (see Artists-in-Schools residency guidelines).

The Visiting Artist program is cooperatively sponsored by the North Carolina Department of Community Colleges and the North Carolina Arts Council. Residencies take place in community colleges, technical colleges and technical institutes throughout the state. Artists supplement and enhance local community arts resources and promote the arts in all segments of participating communities. Residencies are administered by the local institution (see Visiting Artist residency guidelines).

Artists approved for both the Artists-in-Schools and the Visiting Artist Programs will receive four years of eligibility. During this four year eligibility, the artist may participate in either program. In order to retain eligibility, the artist must be employed in one of the programs each year. Artists who are not placed in a particular year must reapply. After four consecutive years of participation in either program or a combination of the two, artists must wait at least a year before reapplying to be a North Carolina Arts Council resident artist.

Eligibility
Any professional individual artist.

Groups, ensembles and duos are only eligible for consideration in the dance or theatre components of the Artists-in-Schools Program.

The spouse of a Visiting Artist may assist in presentations, workshops, concerts, etc., if cleared with the sponsoring institution, but will not be considered an employee or be remunerated for this work.

Artists must possess a master's degree or the equivalent training and experience in their art form. Artists should expect and enjoy frequent public contact, and possess strong communication skills which will enable them to effectively present their art form in varied settings.

Location
Artists can not commute but must work and live in the community of the residency. Applicants should be willing to relocate to any community in which a participating school is located. These communities range in size and character from metropolitan areas to small urban and rural environments. Visiting Artists are not eligible for residencies in an institution which serves their home community, and should not anticipate or seek employment in their local institution.

Evaluation
Applications are reviewed by panels of professionals. Panels will consider the artistic merit of the applicant's work and the applicant's ability to work in an educational context.

As part of the screening process, in-state applicants are required to audition in person.

Artists who are selected as eligible and placed on the roster may then be interviewed by participating institutions which will make the final hiring decisions.

Evaluation Criteria
- artistic excellence
- training and experience in art form
- clarity of application
- strong communication skills
- successful experience in residency or educational situations
- caliber of references

Deadline
February 1. Applications will be reviewed in March.

Form
Resident Artist Application Form. Dance and theatre companies will complete the Artists-in-Schools Company Application Form.

Staff Assistance
Contact the Artists-in-Residence Coordinator.

Artists-in-Schools

Eligibility
Public and private elementary and secondary schools. Also, other non-profit, tax-exempt organizations including arts councils, arts organizations and social and civic groups may sponsor resident artists in their local schools. Artists may initiate residencies in their home communities if application is made by a non-profit organization.

Purpose
To demonstrate the educational value of artists and the arts in school environments and involve students and teachers in the arts.

Description
Artists-in-Schools, a nationwide program, is cooperatively sponsored in North Carolina by the North Carolina Arts Council and the National Endowment for the Arts. The program places professional artists in residence in elementary and secondary schools to serve as educational and artistic resources.

Residencies are available in architecture/environmental design, classical music, dance, film, folk arts, jazz, poetry, theatre and visual arts/crafts. Residency lengths and budgets are set by the Council and vary depending on the art form. Refer to the residency guidelines and sample budget to plan a residency.

Selection of a resident artist is made by the applicant from the Council's screened and approved candidates list.

Allowable Costs
Artists' fees and/or salaries.

Evaluation Criteria
involvement and support of the school and/or community population in the planning and execution of the proposed program activities
- quality of the proposed program and the ability of the school or organization to carry out that program
- need of the school or community for the program
- involvement of a cross-section of the school or community population in the proposed program
- applicant organization's effective use of previous grants, including sound accounting and prompt and complete reporting practices.

Amount of Grant
Grant amounts are pre-determined by the North Carolina Arts Council and are based on a standard budget for each art form area. Refer to the sample residency budget to see how grant funds may be used.

A school or organization may receive no more than three consecutive grants for the same art form.

In-Service Training
Schools that sponsor 18-week (semester) residencies may add a teacher workshop component to the schedule. Artists will actually work with students for 17 weeks and spend up to one week on teacher training for recertification credits. An additional $200 for supplies and materials may be requested for this purpose. This amount may be matched by services provided by the school in coordinating the in-service training.

Matching Requirement
The Council grant provides funds toward the artist fees. Applicants must provide the remainder of the artist fees as well as funds for supplies, artist travel and other administrative costs associated with the residency. Refer to the sample residency budget.

Generally the Council will assume no more than 50% of the total cash requirements of the residency. To estimate the total costs refer to the sample residency budget.

Note that when the applicant organization is a school, the administrative costs for the administrative coordinator and in-school coordinator are considered a cash match. Other residency expenses paid for out of the regular school budget are also considered cash match.

When the applicant organization is a community organization and not the school or system, the residency expenses provided by the school are considered in-kind contributions. Contact the Artists-in-Residence Coordinator for assistance in determining the appropriate match.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form. The Arts in Education Project form must also be submitted.

Deadline
March 1 for funds to be spent July 1-June 30.
October 1 for funds to be spent January 1-June 30.

Staff Assistance
Contact the Artists-in-Residence Coordinator.

Residency Guidelines

Resident artists are employed as artists and may not take the place of classroom teachers. Though participating artists may conduct student/teacher classroom projects, artists may not be given regular teaching assignments in the classroom or individual student assignments.

Resident artist activities may enhance the schools' arts education component of the Basic Education Program. Students can not receive grades or credits from the artist's classroom activities, lectures, or workshops. Accredited teacher workshops are encouraged (see in-service training guidelines for school sponsors).

Examples of activities performed during residencies include, but are not limited to, performances, demonstrations, master classes, lectures, concerts, and the creation of works of art for public places.

The minimum residency length is one week of poetry, one month of poetry and visual arts/crafts, and eighteen weeks (semester) for all other art forms. The dance and theatre residencies include professional companies as well as individual dance or theatre artists.

Supplies, materials, studio space, travel and other support for the residencies are provided by the participating schools. Each school/system will have a coordinator who is responsible for the activities of the artist during the residency. The coordinator assists the artist in arranging the residency schedule and adjusting to the school environment. The needs of the artist as well as the needs of the school system are taken into consideration during the planning and scheduling for the residency. The coordinator, being familiar with the local community, will help the artist find living accomodations prior to the residency.

Creative growth time for the artist is an integral part of the Artists-in-Schools program. Artists are encouraged to schedule time during their residencies to practice or otherwise work on their particular art form. For their own professional enrichment, artists are encouraged to participate in concerts, craft fairs, shows, exhibitions, workshops, fieldwork, etc.

Artists and representatives from each sponsoring school (preferably the designated residency coordinator) are required to attend a formal program orientation.

Residency Structure

Classical Music
Purpose
To involve students and teachers in the composition, performance and understanding of classical music.

Length
One semester (18 weeks).

Artist
Classical musician selected from the Council's approved candidates list. The musician works in the school to
- present classical music as an art form
- enhance the understanding of the elements of the art of classical music
- encourage the artistic development of those students exhibiting a special interest or ability in music.

Amount of Grant
$5,300

Artist Salary
$8,000

Jazz
Purpose
To involve students and teachers in the composition, performance and appreciation of jazz.

Length
One semester (18 weeks).

Artist
Musician selected from the Council's approved candidates list. The jazz musician works in the school to
- expand the scope of musical traditions currently available in the school
- involve students who have not been reached through traditional music programs
- perpetuate an understanding of the art of jazz
- encourage the artistic development of those students exhibiting a special interest or ability in music

Amount of Grant
$5,300.

Artist Salary
$8,000

Dance
Purpose
To involve students and teachers in the art of dance.

Length
One semester (18 weeks) by a single artist and one week (5 days) by a company.

Artist
Professional movement specialist and professional dance company selected from the Council's approved candidates list. The dance movement specialist and company work in the school to
- present dance as an art form
- explore movement as a teaching tool
- employ movement as a means of encouraging self-expression and self-awareness in students

Dance companies on the North Carolina Touring Program or National Touring Program may be used to fulfill part of the five-day company residency requirement. The community residency can be coordinated with a school residency, thus reducing the cost for this grant.

Amount of Grant
$10,300.

Artist Salary
$8,000 for individual artists; negotiable company fees.

Architecture/Environmental Design
Purpose
To bring about an awareness and understanding of the built environment.

Length
One semester (18 weeks).

Artist
Professional architect or environmental design specialist selected from the Council's approved candidates list. The architect works in the school to
- serve as a resource person for teachers and students learning about the built environment
- share the working method and tools of architecture with the school community
- demonstrate to the school community the design process
- involve the school community as a participant in that process.

Amount of Grant
$4,500

Artist Salary
$8,000

Film
Purpose
To work with teachers and students in the development and refinement of existing film programs.

Length
One semester (18 weeks).

Artist
Filmmaker selected from the Council's approved candidates list. The filmmaker works in the school to
- provide in-service training to teachers who are interested in incorporating film and video arts into the curriculum
- advise students on film production methods and techniques
- serve as general resource to demonstrate how film and video are used both as an artistic medium and as an educational tool.

Amount of Grant
$6,000

Artist Salary
$8,000

Folk Arts

Purpose

To bring to the school community an authentic representation of North Carolina's traditional cultural heritage.

Length

One semester (18 weeks) by a folk artist or folklorist selected from the Council's approved candidates list. The folk artist works in the school to

- demonstrate the technique, history and form of their art
- preserve an interest and appreciation in the traditional arts of North Carolina
- encourage the inclusion of aspects of their art forms into other curriculum areas
- stimulate a recognition of and involvement in the folk traditions of the area where the schools are located

The folklorist works in the school to

- locate traditional local and regional folk artists for the purpose of bringing them into the school community to demonstrate their art form
- act as an intermediary between the folk artists and the schools

Amount of Grant

$5,300 for folk artist.
$5,100 for folklorist.

Artist Salary

$8,000

Folklife in Education projects may also be funded through the Folklife Section.

Visual Arts/Crafts

Purpose

To heighten the awareness of a particular art form in the school. Art forms included in this category are painting, printmaking, sculpture, crafts and photography.

Length

One month for a single school or one semester (18 weeks).

Artist

Professional visual artist or craftsperson selected from the Council's approved candidates list. The visual artist or craftsperson works in the school to

- involve students in the creative process of his or her art form
- help teachers learn how to incorporate aspects of the visual arts or crafts into the curriculum
- become involved in various aspects of school life that can be related to the visual arts or crafts.

Amount of Grant

$1000 (month) or $4,500 (semester)

Artist Salary

$2,000 (month), $8,000 (semester)

Poetry

Purpose

To involve students and teachers in the art of poetry.

Length

One week to one month for a single school or one semester (18 weeks).

Poets conducting one-week residencies should work no less than four times with the same groups of students and should not be scheduled for more than four periods during the normal school day. The number of students in each group with the poet during the week should not exceed thirty. Longer term residencies are designed to provide greater impact on targeted groups of students and teachers through continued exposure to the poet for longer periods of time. Schools applying for longer term residencies (one month, one semester) should not anticipate scheduling numerous one week residencies of the poet for system-wide exposure, but should expect to concentrate the poet's time on selected groups of students and teachers.

Artist

Professional poet selected from the Council's approved candidates list. The poet works in the school to

- encourage students to express themselves through the use of language
- introduce students and classroom teachers to contemporary poetry and fiction
- provide teachers with suggested new techniques in the teaching of creative writing and inspiring children to read
- build audiences for contemporary writing
- effect positive changes in student attitudes toward learning

Amount of Grant

$250 (week), $1000 (month), $4,500 (semester)

Artist Salary

$500 (week), $2,000 (month), $8,000 (semester) minimums.

Theatre

Purpose

To involve students and teachers in the creative dramatic process.

Length

One semester (18 weeks) by a single artist and one week (5 days) by a company.

Artist

Creative dramatist or director and professional theatre company selected from the Council's approved candidates list. The creative dramatist and company work in the school to

- present theatre as an art form
- explore the use of creative dramatics within the educational environment to expand the educational experience of students
- relate the creative dramatic experience to the basic learning process
- act as director for an in-school theatre production

Theatre companies on the North Carolina Touring Program or National Touring Program may be used to fulfill part of the five-day company residency requirement. The community residency can be coordinated with a school residency, thus reducing the cost for this grant.

Amount of Grant

$9,000

Artist Salary

$8,000 for individual artist; negotiable company fees.

Residency Budgets

Description
Grant amounts are based on a standard budget for each art form area. A budget for each type of residency is projected and is the minimum expenditure allowable. The costs are estimates and may vary depending on the nature of the residency and available resources.

Arts Council Grant

	Architecture/ Environmental Design	Classical Music	Dance
Artist Fees	4500	4500	4500
Company Fees			5800
Honoraria		800	

	Film	Folk Artist	Folklorist
Artist Fees	4500	4500	4500
Honoraria		800	400
Documentation			200
Supplies	1500		

	Jazz	Theatre	Poetry (Week)	Poetry (Month)
Artist Fees	4500	4500	250	1000
Company Fees		4500		
Honoraria	800			

	Poetry (Semester)	Visual Arts/ Crafts (Month)	Visual Arts/ Crafts (Semester)
Artist Fees	4500	1000	4500

Sample Residency Budget

Budget Summary of Proposed Project (cash only)

Grant Amount Requested from Council $4500
*Cash Match $7220
*Total Cash Expenses $11720

Expenses	cash expenses	= grant amount requested	+ applicant cash match	in-kind contributions	in-kind source
Personnel					
Administrative	2400*		2400*		

**in-school and administrative coordinator are cash match when the applicant is a school. When the applicant is not a school, the school's contribution of Administrative Personnel is in-kind match and the cash match changes to $4820 with total cash expenses of $9320. The total project cost is still $11720, but $2400 has been contributed by the school.*

Outside Fees and Services					
Artistic	8000	4500	3500		
Company Fees *(in dance and theatre residencies add company fees)*					
Honoraria *(in classical music, folk arts and jazz add honoraria)*					
Travel	320		320		

Artist travel is $200, orientation conference is $60/person for a minimum of the artist and coordinator from each site

Marketing					
Documentation	200		200		
Remaining Operating Expenses					
Supplies	800		800		

The amount shown is for the visual arts semester residency.
Architecture, film and month-long visual arts residencies also require supplies.

Total Cash Expenses					
	11720	4500	7220		

Visiting Artist Program

Purpose
To provide North Carolinians direct access to professional artists; to distribute, through the Community Colleges network, professional artists who will further the development of the arts in communities across the state; and to place professional artists in settings where they can experience significant professional development.

Description
The Visiting Artist Program is sponsored cooperatively by the Department of Community Colleges and the North Carolina Arts Council. The program places professional artists in residence at community colleges and technical institutes throughout the state to supplement and enhance local community arts resources, and to promote the various visual, performing and literary art forms in all segments of participating communities. The artists do not teach formal classes. Instead they share their talents and ideas with the school and the community by offering demonstrations, performances, lectures, workshops, classroom appearances, and exhibitions during the nine-month school year.

Artists in this program are employed for nine to twelve months in each art form. Salaries for each residency range from approximately $13,500 to $22,000, depending on the particular institution sponsoring the residency. Salaries are allocated through the Department of Community Colleges.

Residency Guidelines
Visiting Artists are employed as resident artists, and may not teach regular classes at the sponsoring institution. Examples of activities performed during the residencies include (but are not limited to) performances, demonstrations, master classes, lectures, concerts, and the creation of works of art in public places. Artists may also serve as resources for public schools; however, artists may not be given regular teaching assignments in the classroom.

Supplies, materials, studio space and other support for the residencies are provided by the participating schools.

Creative growth time for the artist is an integral part of the Visiting Artist Program. Artists are encouraged to schedule time during their residencies to practice or otherwise work on their particular art form. For their own professional enrichment, artists are encouraged to participate in concerts, craft fairs, shows, exhibitions, workshops, etc.

Though Visiting Artists may serve only one institution per residency, artists may exchange presentations with artists of other institutions participating in the program. Any reimbursement to a resident artist for travel, subsistence, etc., during an exchange will be made by the sponsoring institution. Program-related travel within the local community is also the responsibility of the institution.

Each community college, technical college or technical institute will have a coordinator who is responsible for the activities of the artist during the residency. The coordinator assists the artist in arranging the residency schedule and in helping the artist form contacts in the community. The needs of the artist as well as the needs of the particular institution and community are taken into consideration during the planning and scheduling for the residency.

Since the coordinator is familiar with the local community, he or she should help the artist find living accommodations prior to the artist's arrival.

The basic administrative and supervisory responsibilities for the program are vested in the institution with guidance, when necessary, from the North Carolina Arts Council and/or the Department of Community Colleges. A Visiting Artist is considered an employee of his or her host institution and is therefore subject to that institution's particular policies and procedures during the residency. No more than two of those years may be spent at any single institution.

Artists participating in the Visiting Artist Program are required to attend an orientation conference at which artists and coordinators meet to discuss residency guidelines and plans. Artists are reimbursed for their conference expenses by the sponsoring institution.

Public School Challenge

Eligibility
Public elementary and secondary schools. Other non-profit tax-exempt organizations, including arts councils, arts organizations and social and civic groups may sponsor resident artists in their local schools provided that matching funds come from the public school budget.

Purpose
To encourage public school boards to provide funding for arts in the schools and to assist schools in utilizing professional artists and professional arts organizations as creative resources for students and teachers.

Description
Public School Challenge Grants support residency activities by professional artists in elementary and secondary schools. These programs are not meant to substitute for professionally certified arts education programs or teachers; rather they are intended to complement formal training in arts as well as other subject ares. Generally, a school or organization can receive no more than three grants for the same residency program.

Allowable Costs
Salaries and supporting program activities of the artists.

Evaluation Criteria
In considering grant awards in this category, the Council will look for the following:
- involvement of parents, teachers, artists, students, school administrators and community arts organizations in the planning and execution of the proposed program activities
- involvement of highly qualified, professional artists in the proposed program
- quality of the proposed program and the ability of the school to carry out that program
- need of the school for the program
- involvement of a cross-section of the school's population in the proposed program
- applicant organization's effective use of previous grants including sound accounting and prompt and complete reporting practices
- school's commitment and ability to support future artist residency programs without Council funding.

Amount of Grant
Generally up to $5,000.

Matching Requirements
One-to-one in cash with funds appropriated from the public school budget.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Residency Requirements
A residency is at least one week in length. Two or more schools or systems may jointly apply for a Public School Challenge Grant as long as the residency requirement is satisfied in each school or system. The participating school(s) or system(s) must provide adequate studio space or other appropriate facilities for the artist. Time must be allowed during each residency for the artist's creative growth.

The mechanics of the residency including budget, residency length, and participating artists are determined by the applicant school or organization. However, the professional caliber of the participating artist(s) will be an important criterion considered by the Council when awarding grants.

Form
Standard Grant Application Form.
The Arts in Education Project form must also be completed and submitted for each project.

Attachments
A letter of verification of matching funds committed by the school system must be submitted by the superintendent.

A resume of the artist(s) to be involved in the proposed residency must be included. If the artist has not been selected at the time of application, the selection procedure must be submitted.

Deadline
March 1 for funds to be spent from July 1-June 30
October 1 for funds to be spent from January 1-June 30

Staff Assistance
Contact the Artists-in-Residence Coordinator.

Local Government Challenge

Eligibility
Any county, city or town government in North Carolina. The local arts council, where one exists, must be the vehicle for distributing these funds. A single arts organization may be the beneficiary of these funds through more than one local government. Each local government unit should apply separately and may apply for only one grant in this category each year.

Purpose
To encourage increased funding for local arts programs, to encourage public sector support for the arts at the local level, and to help promote among local governments the recognition of the vital contributions made by the arts to the commonwealth of our communities.

Description
Grants are awarded to local governments that are increasing their support for arts programming in their commuities. In municipalities and counties which have community arts councils, the local government must work through these councils in making applications for funds.

Allowable Costs
Program, administrative and operating expenses of community arts councils and other groups.

Evaluation Criteria
The primary considerations for evaluating proposals in this category are the potential incentive value of the grant and the level of commitment of the applicant government to provide the qualifying local match. Further, programs most likely to receive grants are those which appear to have the best chance of continued funding by local governments after the grant period.

Because these challenge grants are offered as special incentives and not as regular funding subsidies, priority will be given to requests from governments that are making their first allocations for the arts and governments that have not increased their allocations in several years.

In evaluating the proposed use of the grant funds, the Council looks for evidence of:

Program Merit
- strong community support
- involvement of professional artists
- cooperation among existing arts and community organizations
- responsiveness to community needs
- efforts to reach people not generally involved in the arts
- involvement of racial minorities

Organizational Strength
- organization's ability to carry out project
- organization's ability to develop other funding for the project in the future

Artistic Excellence

Amount of Grant
Generally up to $5,000.

Matching Requirement
Matching funds must be "new" money, over and above the highest previous governmental allocation for a single year. The match must be one-to-one in cash from tax and/or non-tax revenues from the municipal or county budget. (The only federal funds considered a legitimate match are revenue sharing funds.) Matching funds must be drawn from the same fiscal year's budget in which they and the Council grant are spent. Grant funds must be applied to the same program(s) receiving increased local funding.

Other Requirements
All legal requirements and funding policies described in the application instructions.

Form
Standard Grant Application Form and the "History of Local Government Contributions to the Arts" Form.

The information requested in items 2 and 3 of the Standard Grant Application Form should be for the arts organization receiving local government support rather than the applicant government itself. (Organizations whose budget attachments have already ben provided to the Council with their current Grassroots Arts Program application need not provide duplicates.)

Deadline
April 1 for funds to be spent from July 1-June 30. The Council is aware that governments may not have approved their budgets by the application deadline and will accept conditional requests from governments based on an expressed interest and tentative written commitment to qualifying for a grant.

Staff Assistance
Contact the Community Development Section.

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Local Government
History of Contributions to the Arts

This form must be completed by local governments applying for a Local Government Challenge Grant and submitted in duplicate along with the Standard Grant Application Form. This master copy should be kept for future reference. Photocopy from it or call the Arts Council for additional copies.

1. Applicant

Name of Local Government Unit _____
What was the first fiscal year your government granted funds for arts programming in your community? _____

2. Past Contributions

Beginning with the year above, provide the information requested below for each subsequent year to the present. If no funds were granted for arts programming during a particular year please enter "0." The funds noted below should be either local tax revenues, ABC profits, or revenue sharing funds. If more space is needed, attach additional pages.

Fiscal Year	**Total Amount Granted for the Arts**	**Organizations Receiving Funds** Amount	Recipient Organization
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____
_____	$ _____	$ _____	_____
		_____	_____
		_____	_____

3. Projected Contributions

What is the projected total amount that your government will grant for the arts during the next fiscal year?

Fiscal Year	**Total Amount Granted for the Arts**
_____	$ _____

Organizations Receiving Funds

Amount	Recipient Organization
$ _____	_____
_____	_____
_____	_____
_____	_____

4. Signature

Name of the government official providing information:

Typed Name _____

Position _____

Signature _____ Date _____

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Application Form Procedures

Note:

This master copy should be kept for future reference. Photocopy from it or call the Arts Council for additional copies.

Deadlines

For projects to take place July 1 through June 30: **Apply by March 1**

For projects to take place January 1 through June 30: **Apply by October 1**

Please request a special application form individual artist placements and fellowships, touring fee subsidy, Statewide Arts Resources, and the Grassroots Arts Program. Some grant programs, including theatre, arts education and local government challenge, may require additional attachments to this form.

Only the information contained on the application form itself will be provided to the Council panels for review; however, additional pages may be submitted for staff information. Please be as specific as possible about plans and expense estimates.

Application Instructions

Applications must be typed and submitted in duplicate by the deadline for the program in which funds are requested. Should the established deadline fall on a weekend or a state government holiday, applications will be accepted on the next working day after the deadline.

Applications and all attachments must be submitted in duplicate and received in the North Carolina Arts Council office by 5:00 p.m. on the deadline date. A postmark is not sufficient if the application is not delivered on time. The applicant should retain a copy of the application for its files and provide a copy to its local arts council.

The following funding policies, granting procedures and legal requirements apply to grants in all programs.

Funding Policies

1. The Council recognizes the value of both contemporary and traditional art forms and it supports programs in architecture and the visual environment, crafts, dance, film and video, folk arts, literature, music, photography, theatre and visual arts.

2. In reviewing grant applications, the Council takes into account all state funds to which an applicant has access or which the applicant has received.

3. The Council makes lateral grants to other state government organizations only if the proposed project is of a distinctively innovative nature and if future project funding will not be sought from the Council.

4. The Council does not make grants for internal programs at colleges, universities, community colleges or technical institutes. Grants to these institutions are considered only for programs that are community-based or generate area-wide arts involvement.

5. The involvement of racial minorities is an important consideration in the Council's evaluation of programs. Applicants are urged to actively seek minority participation in their projects. Minority organizations are encouraged to apply in all grant categories.

6. Generally the Council will assume no more than 50% of the cash requirements of a project. Matching funds need not be in hand at the time of application but can be anticipated. In-kind contributions cannot replace cash for matching purposes, but can be documented as supplemental evidence of support.

7. No funds received from the North Carolina Arts Council may be used to match another grant from the Council. In addition, the same matching funds may not be used for more than one Council grant.

8. Council grants may not be used for deficit funding.

9. The Council only funds organizations that demonstrate financial and administrative stability including prompt and complete reporting practices on any previous Council grants.

Granting Procedures

There are set deadlines for all Council grant programs. Projects must not take place prior to the application deadline and must take place within the project period for that deadline. Most applications are due in March and October.

Applicants are strongly encouraged to discuss proposals with the staff prior to submitting applications. Special assistance to disabled applicants is available on request.

After applications are submitted, a Council staff member may contact the applicants to discuss the proposals. Also, local arts councils may be asked to comment on applications from their communities.

Applications are then presented to the Council board and/or one of its panels of distinguished arts professionals for review and recommendations. The Secretary of the Department of Cultural Resources takes final action on all grant requests.

All applicants are notified in writing of the decision by approximately ten weeks after the deadline date. The staff may not discuss the decisions until after written notification has been made.

When an organization is awarded a grant by the Council, it receives a contract letter and copies of regulations which must be agreed to as part of the contract. The contract will specify the grant amount and budget of the project for which funds are being awarded and any special stipulations. Grant funds will not be available to the grant recipient until the contract is signed and returned to the Council by the person who is legally able to obligate the recipient.

Funds must be spent only on the activities specified in the grant application. Payment of state grant funds is made upon receipt of a signed contract. Payment of federal grant funds is made upon written request for funds which will be spent within 45 days or for reimbursement.

The grant recipient is obligated to maintain complete and accurate records of all activities connected with the grant, and these financial records must be available to state and federal officials for audit. The records are to be kept for three years from the submission of the final reports, and if an audit is begun the records should be maintained until the audit is resolved. Also, the grantee must adhere to standard administrative and accounting practices.

After funds have been awarded, the grantee must submit a written request and obtain approval before making any substantial changes in the grant program. Any grant monies which remain unobligated and unspent at the end of the grant period must be refunded to the Council.

At the end of the grant period, the grantee must submit to the Council a complete and accurate report on the implementation of the grant program. A complete financial statement giving an accurate breakdown of how grant and matching funds have been expended must also be submitted. The grantee must report on all the information provided as part of the application.

Legal Requirements

With the exception of artist fellowships, the Council awards funds only to non-profit organizations with tax-exempt status under Section 501 of the Internal Revenue Code of 1954, as amended, allowing contributions made to them to be deductible under Section 170. It is the applicant's responsibility to see that a copy of its IRS determination letter for tax-exempt status is on file with the Council. Organizations which do not have the required IRS determination letter must apply for assistance through a fiscal agent which does.

The North Carolina Arts Council, as well as its grant recipients, is contractually committed to abide by federal regulations which bar discrimination on the basis of race, color, national origin, disability or sex and require accessibility for persons with disabilities.

Grant recipients of the North Carolina Arts Council are required to conduct their operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Grant recipients must also be in compliance with the Fair Labor Standards Act which provides for minimum compensation to employees.

A grantee is responsible for having an independent audit conducted no less frequently than every two years. An organization receiving more than $25,000 from the Council in any one year is required to have an annual audit done for that year as set forth in OMB Circular A-128 (for state or local governments) or Attachment F of OMB Circular A-110 (for institutions of higher education, hospitals or other non-profit organizations). A copy of that audited report is to be sent to the Council.

Grantees must manage any funds received in accordance with OMB Circular A-102 (for state or local governments) or OMB Circular A-110 (for institutions of higher education, hospitals or other non-profit organizations) for administrative requirements and either OMB Circular A-87 for cost principles applicable to state and local governments, OMB Circular A-122 for cost principles applicable to non-profit organizations, or OMB Circular A-21 for cost principles applicable to colleges and universities.

Submit applications, attachments and supporting materials in duplicate to:
Grants Office
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611
919/733-2111

Applicants are strongly encouraged to discuss proposals with the staff prior to submitting applications:

Community Development
919/733-7897

Dance
919/733-2821

Folklife
919/733-7897

Literature
919/733-2111

Music
919/733-2821

Theatre
919/733-2821

Touring/Presenting
919/733-2821

Visual Arts
919/733-2111

Additional copies of the application form are available on request.

Discipline Code

Choose **one** arts discipline in which project activities are involved:

01 **Dance**
01A Ballet
01B Ethnic/Jazz
01C Modern

02 **Music**
02A Band
02B Chamber
02C Choral
02D New
02E Ethnic
02F Jazz
02G Popular
02H Solo/Recital
02I Orchestral

03 **Opera/Music Theatre**
03A Opera
03B Musical Theatre

04 **Theatre**
04A Theatre (general)
04B Mime
04D Puppet
04E Theatre for Young Audiences

05 **Visual Arts**
05A Experimental
05B Graphics
05D Painting
05F Sculpture

06 **Design Arts**
06A Architecture
06B Fashion Design
06C Graphic Design
06D Industrial Design
06E Interior Design
06F Landscape Architecture
06G Urban/Metropolitan Design

07 **Crafts**
07A Clay
07B Fiber
07C Glass
07D Leather
07E Metal
07F Paper
07G Plastics
07H Wood
07I Mixed Media

08 **Photography**

09 **Media Arts**
09A Film
09B Audio
09C Video

10 **Literature**
10A Fiction
10B Non-Fiction
10C Playwriting
10D Poetry

11 **Interdisciplinary**

12 **Folk Arts**

13 **Humanities**

14 **Multi-Disciplinary**
14A Performing Arts
14B Visual Arts

15 **Non-Arts/ Non-Humanities**

Expenses

A. ***Personnel***

Payments for salaries, wages, fees and benefits specifically identified with the project for administrative, artistic and technical/production staff.

B. ***Outside Fees and Services***

Payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

C. ***Space Rental***

Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery and other spaces.

D. ***Travel***

All costs for travel direct'y related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do NOT include reception or entertainment costs. Shipping costs should be listed under Remaining Operating Expenses.

E. ***Marketing***

All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under Personnel or Outside Professional Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fund-raising costs should be listed under Remaining Operating Expenses.

F. ***Remaining Operating Expenses***

All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under Travel, subgrants and fund-raising.

G. ***Capital Expenditures***

Acquisitions are expenses for additions to a collection, such as works of art or artifacts. Other Capital Expenditures include expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, or permanent and generally immobile equipment such as grid systems or central air conditioning. Grant funds may only be used for capital expenditures in certain grant programs.

H. ***Total Cash Expenses***

The total of all items A-G above. Note that the Total Cash Expenses does not include In-Kind Contributions.

Glossary of Terms and Codes

Income

A. *Admissions*
Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

B. *Contracted Services Revenue*
Revenue derived from fees earned through sales of services (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition etc.

C. *Other Revenue*
Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

D. *Private Support*
Cash support derived from contributions given for this project (other than this grant request) by businesses, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated to this project. Proceeds from fund-raising events should be listed under Other Private Support.

E. *Government Support*
Cash support derived from grants given for this project (other than this grant request) by agencies of the federal government, state government, multi-state consortiums of state agencies, city, county or other local government agencies, or a proportionate share of such grants allocated to this project. Please note that no Council funds may be used to match another Council grant.

F. *Applicant Cash*
Include funds from "Applicant's" present and/or anticipated resources that "Applicant" plans to provide to proposed project.

G. *Grant Amount*
Amount requested (in this application) from the North Carolina Arts Council in support of this project.

H. *Total Cash Income*
The total of all items A–G must equal or exceed the Total Cash Expenses of the project.

I. *In-Kind*
The value of goods and services specifically identified with the project which are provided to "Applicant" by volunteers or outsider parties at no cash cost to "Applicant." In-kind contributions will need to be documented in subsequent reporting if a grant is awarded.

Project Type

In each of the groups below, choose the one description that predominantly applies to the project.

Group 1

1 Presenting/Sponsoring–engaging and presenting to the public artists, exhibits, readings, etc. produced elsewhere
2 Touring–performance or exhibition travelling to different areas
3 None of the above

Group 2

4 arts education–increasing knowledge and skills in the arts to general audience
4A arts education–K-12
4B arts education–higher education, adult education
5 arts in education–using the arts to teach non-arts subjects
6 none of the above

Type of Activity Code

Choose **one** category which best describes the project activities:

01 acquisition-additions to a collection, such as works of art, artifacts, etc.
02 audience services–e.g., busing senior citizens to a performance, ticket subsidies
03 award/fellowship
04 creation of a work of art–include commission (a "new work")
05 concert/performance/reading–include production development
06 exhibition–include film and video, development
07 facility construction, maintenance, renovation
08 fair/festival
09 identification/documentation–e.g., for archival or educational purposes
10 institution/organization establishment–for creation or development of a new institution/organization
11 institution/organization support–general operational support
12 instruction/class/lecture–include lecture-demonstrations and workshops
13 marketing–promotion, advertising, publicity
14 professional support, administrative–salaries, wages, fees and benefits of administrative staff
15 professional support, artistic–salaries, wages, fees and benefits of artistic staff
16 recording/filming/taping
17 publication–e.g., manuals, books, newsletters
18 repair/restoration/conservation
19 research/planning–include evaluation
20 school residency–artists in residence in an educational institution
21 other residency–artists in residence in other than educational institutions
22 seminar/conference
23 equipment purchase/lease/rental
24 distribution of art–films, prints, books; include broadcasting
25 apprenticeship/internship
26 regranting
27 translation
28 writing about art (criticism)
29 other

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Standard Grant
Application Form

1 Applicant Organization

The applicant must be a non-profit organization with federal tax-exempt status. If not, the applicant must find a non-profit fiscal agent and complete item 11 below.

Please type the application in standard size type. Do not type in margins. Submit application and all attachments in duplicate.

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

City _____ County _____

Telephone Day (____) ____ – ____ Home (____) ____ – ____

2 Description of Applicant Organization

Include date organized, scope of services, programs, number of paid employees, number of people served, priorities and plans. Public schools and other large governmental agencies should provide a description of their arts program only rather than the entire system.

3 Operating Income of Applicant Organization

Total income of applicant's current funds, which are resources expendable for operating purposes. Attach complete income and expense statements and budgets.

Last year $ _____

Present year $ _____

Next year $ _____

4 Project Description

Summary of Project Purpose _____

_____

Start Date: _____ End Date: _____

The project must take place during the time period specified for each deadline.

North Carolina Arts Council Section to consider application _____

Council Staff Contact _____

Application Date: _____

See Glossary for Codes

Discipline Code: _____

Type of Activity Code: _____

Project Type Codes: _____

See Guidelines for Programs

Grant Program: _____

Narrative

Provide a brief description of the proposed project in the space provided. Indicate how the project fulfills the evaluation criteria.

5 Participation Characteristics

Estimate the number of people and the population groups to which they belong who will be involved with the project. Special consideration should be given in planning the project to the active involvement of disabled and minority citizens. Several of these population group categories may apply, so select all applicable codes.

_____ paid staff (full-time personnel)
_____ (part-time personnel)
_____ volunteers
_____ artists
_____ audience (people benefitting from the project)
_____ total participants

Complete statistics in each section below

Special Population Group	Percentage of Total Participants	Special Population Group	Percentage of Total Participants
G general	_____ % G	**E** mentally or psychologically impaired	_____ % E
N American Indian/ Alaskan Native	_____ % N	**D** hearing impaired	_____ % D
A Asian/ Pacific Islander	_____ % A	**Q** visually impaired	_____ % Q
B Black, not Hispanic	_____ % B	**P** otherwise physically impaired	_____ % P
H Hispanic	_____ % H		
W White, not Hispanic	_____ %W	**I** institutionalized (other than correctional)	_____ % I
C child	_____ % C	**J** institutionalized (correctional)	_____ % J
Y secondary school student	_____ % Y		
U college/university student	_____ % U	**V** veteran	_____ % V
S senior citizen	_____ % S	**F** woman	_____ % F

6 Checklist

Please make sure the application is complete by following this checklist. Incomplete applications will not be reviewed.

___ Applicant Information complete
___ Budget addition correct and explanatory detail attached
___ Budget Summary and Project Budget complete
___ Description of Organization complete
___ Summary Statement of Purpose complete
___ Discipline,Type of Activity and Project Type codes correct
___ Narrative complete on the form
___ Attachments complete and in duplicate
___ Local Arts Council contacted:
Name _____ Title _____
___ North Carolina Arts Council Section staff contacted:
Name _____ Title _____
___ Certification signatures complete
___ Duplicate copies submitted to North Carolina Arts Council

Applicant Organization Name _____

Summary of Project Purpose _____

7 Budget Summary of Proposed Project (cash only)

Grant amount requested from Council $ _____

Cash match $ _____

Total cash expenses $ _____

Provide specific, detailed budget information. Document costs by attaching estimates or bids where applicable. Refer to the guidelines and do not show grant funds being spent on costs that are not allowable.

8 Expenses

	Cash expenses	= Grant amount requested	+ Applicant cash match	In-kind contributions	In-kind source
A. Personnel					
Administrative					
Artistic					
Technical/ Production					
B. Outside Fees and Services					
Artistic					
Other _____					
C. Space Rental					
D. Travel					
E. Marketing					
Printing					
Other _____					
F. Remaining Operating Expenses					
Postage					
Telephone					
Other _____					
G. Capital Expenditures					
Acquisitions					
Other _____					
H. Total Cash Expenses					

$_____ = _____ + _____

9 Income

	Cash Income
A. Admissions	
B. Contracted Services Revenue	
C. Other Revenue	
D. Private Support	
corporate support	
foundation support	
other private support	
E. Government Support	
federal	
state/regional (not including this request)	
local	
F. Applicant Cash	
G. Grant amount requested from the North Carolina Arts Council in this Application	
H. Total Cash Income (must be at least as much as Total Cash Expenses, Item 8H above)	

10 Mailing Address

Name of Applicant Organization _____
Contact Person's Name _____
Contact Person's Title _____
Mailing Address _____
_____
City _____ County _____
State _____ Zip Code _____
Area Code, Telephone (_____) _____ – _____ Day
(_____) _____ – _____ Home

Name and Position of Authorizing Official
This is the person who is legally able to obligate the applicant

_____

IRS tax determination letter _____ on file _____ attached

11 Applicant Fiscal Agent

This is the non-profit Payee to whom checks should be issued if the Applicant Organization is not tax-exempt.

Name of Organization _____
Contact Person's Name _____
Contact Person's Title _____
Mailing Address _____
_____
City _____ County _____
State _____ Zip Code _____
Area Code, Telephone (_____) _____ – _____ Day
(_____) _____ – _____ Home

Name and Position of Authorizing Official
This is the person who is legally able to obligate the fiscal agent

_____

IRS tax determination letter _____ on file _____ attached

12 Certification

We understand that failure to respond to any of the above items may seriously hinder the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including attachments and supporting materials, is true and correct to the best of our knowledge.

_____
Signature of Authorizing Official Date

_____
Signature of Project Director Date

_____
Signature of Fiscal Agent Authorizing Official Date

The applicant should retain a copy of the application for its files and provide a copy to its local arts council. Submit applications and supporting material in duplicate to:
Grants Office
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Arts in Education
Project Form

This form must be attached to the Standard Grant Application Form and submitted in duplicate with each application.

1. Applicant Organization

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

Telephone Day (_____) _____ Home (_____) _____

2. School System

Name of School System _____

Superintendent's Name _____

Administrative
Coordinator Name _____ Telephone _____

In-School
Coordinator Name _____ Telephone _____

School _____

In-School
Coordinator Name _____ Telephone _____

School _____

In-School
Coordinator Name _____ Telephone _____

School _____

Indicate the name of each coordinator assigned to the project. If residencies will take place throughout a system, there must be an in-school coordinator at each site.

Number of schools participating in residency program: _____

3. Project Description

A. Program in which application is to be considered

_____ Artists-in-Schools
_____ Public School Challenge

B. Residency Length _____

Dates of Residency: From _____ To _____

C. Describe the goals and objectives of the arts education curricula of the sponsoring school(s).

D. Explain how the proposed residency will be structured. Include evaluation and documentation methods, designated studio and work space, and plans for future perpetuation of the project.

E. Grade levels involved _____

Approximate number of students _____

F. Describe the planning process for the residency. Explain how teachers and/or administrators at each site were involved. If in-service teacher training funds are being requested, indicate how they will be used.

G. Describe the activities for disabled and minority students that will be included in the residency.

4. Certification

I certify that the information contained on this project form and the accompanying Standard Grant Application Form describes in detail the project for which grant funds are requested, and that it is true and correct to the best of my knowledge.

_____ _____

Signature Date

Attach two copies of this form to two copies of the Standard Grant Application Form.

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Resident Artist
Application Instructions

Staff assistance is available for help in completion of this application.

Special attachments are required for artists in each discipline. Incomplete applications will not be considered.

All materials must be received by February 1.

1. Performing Artists

Performing artists must either audition or submit examples of their work; otherwise, their application will not be considered. Five copies of the audition program should be available at the time of auditions. Videotapes must clearly identify the artist to be reviewed.

Dancers
Dancers residing in North Carolina will audition before a panel of professional artists and educators during March. Dancers living outside the state have the option to audition or to submit a videotape with their application which will be viewed by the panel. (Videotapes must be ½" VHS cassette). Auditions and videotapes will be at the artists' expense. Whether auditioning in person or submitting a videotape, dancers should present a 3-5 minute performance (short work or excerpt from a longer piece). Dancers should also submit with their application full-length photos of themselves in action.

Choreographers
Choreographers who apply to the program should submit with their application photographs and a videotape (½" VHS cassette) which will be viewed by a panel of professionals. Videotapes should be a 5-10 minute presentation of one of the choreographer's works being performed. Videotapes will be at the artists' expense. Choreographers should also submit complete résumés outlining their work throughout their careers.

Dramatists
Dramatists residing in North Carolina will audition before a panel of professionals during March. Actors living outside the state have the option to audition or to submit a videotape with their application which will be reviewed by the panel. (Videotapes must be ½" VHS cassettes). Auditions and videotapes will be at the artists' expense. Whether auditioning in person or submitting a videotape, dramatists should present two 2-minute performance pieces, both of which may be taken from modern repertoire, or one each from the modern and classical repertoires. Dramatists should also submit with their application full-length photos of themselves in action.

Directors
Directors who apply to the program should submit a résumé and a complete listing of plays which the applicant has directed. This listing should include the following information for each play directed: the name of the play, the date directed, the name and location of the organization which employed the director's services, and the level of professionalism (high school, college, community theatre, professional theatre, etc.) of the actors involved in the production. Also, at least two of the three letters of reference sent to the Council should be from persons who have seen the director's work and are qualified to evaluate it. Directors will be screened on the basis of their application, résumé, professional background and letters of recommendation. If available, submit a sampling of work on a videotape (½" VHS cassette).

Musicians
Musicians (jazz and classical) residing in North Carolina will audition before a panel of professionals in March. Musicians living outside the state have the option to audition or to submit a cassette tape with their application which will be reviewed by the panel. Preferably, tapes should be of a live performance made within the last year. Musicians should not submit records. Auditions and tape recordings will be at the artists' expense. Artists should present two 3-5 minute performances.

Composers
Composers should send a cassette tape along with a written example of their work. Composers should also submit a complete résumé outlining their work throughout their careers.

2. Folk Artists

Folk artists practice traditional arts that have grown through time in families, communities, and ethnic groups within the state, the region, and the nation. Areas to be considered include arts and crafts, dance, music and tales. Folk artists must practice community- or family-based arts that have endured through several generations, must carry with them a sense of the community aesthetic, and must demonstrate the highest degree of artistic excellence.

Priority will be given to the finest possible representatives of traditional artists who come from within the culture which produced their art form – those artists and artisans who embrace and embody the collective wisdom of their cultural experience. Ordinarily, the most valuable and most authentic practitioners of folk arts have been brought up within a traditional community, learning the repertory from their own seniors and absorbing the style as they live the life that the style and the repertory represent.

Eligibility is not limited to applicants who come from within the culture which produced their art form. However, applicants must demonstrate an effort to exploit opportunities open to them to learn traditional styles and techniques first-hand from traditional artists proficient in their art form. All applicants must accurately represent the traditional style or technique of their art form and demonstrate a thorough knowledge of the culture which produced it.

Folklorists
Folklorists are only eligible for consideration in the Artists-in-Schools program.

Folklorists who apply to the Artists-in-Schools program should submit, in addition to their application, a résumé and supporting letters which show evidence of the following: experience in planning public programs for schools and/or communities; the ability to work well with school teachers, administrators, parents, volunteer groups, and school children; fieldwork experience in locating folk artists in a new community; and good communication skills.

Folk Performers
Folk musicians, dancers and storytellers must either audition or submit examples of their work; otherwise, their application will not be considered.

Folk Dancers
Dancers residing in North Carolina will audition before a panel of professionals during March. Dancers living outside the state have the option to audition or to submit a videotape with their application which will be referred to the panel. (Videotapes must be ½" VHS cassette). Auditions and videotapes will be at the artists' expense. Whether auditioning in person or submitting a videotape, dancers should present a 3-5 minute performance (short work or excerpt from a longer piece). Dancers should also submit with their application full-length photos of themselves in action.

Folk Musicians and Storytellers
Musicians and storytellers residing in North Carolina will audition before a panel of professionals in March. Musicians and storytellers living outside the state have the option to audition or to submit a cassette tape with their application which will be reviewed by the panel. Preferably, tapes should be of a live performance made within the last year. Musicians should not submit records. Auditions and tape recordings will be at the artists' expense. Artists should present two 3-5 minute performances. Artists should also submit with their application full-length photos of themselves in action.

Folk Craftsmen and Visual Artists
Visual artists and craftsmen should submit 10 slides of their work labeled with the artist's name, medium, dimensions, title, and year. For panelists' information, visual artists and craftsmen should, on a separate sheet of paper, number slides, medium, dimensions, title and year. Slides should be secured in a plastic slide sheet. Artists should indicate with arrows the correct method of inserting each slide into the projector.

3. Visual and Literary Artists

Playwrights, Poets, Writers
Playwrights, poets and writers should submit examples as well as reviews of their work. Playwrights should submit three copies of one of their plays. Poets and writers should submit up to three examples of their work. All work should be labeled with the artist's name and the date of the work.

Visual Artists
Painters, sculptors, printmakers, photographers, craftsmen and architects should submit 10 slides, labeled with the artist's name, medium, dimension, title and year, and sent in a plastic slide sheet. On a separate sheet of paper, artists should number slides, give medium, dimensions, title and year. Artists should indicate with arrows the correct method of inserting each slide into the projector.

Filmmakers
Filmmakers should submit a small reel (either 16 mm with optical sound track or Super 8 with magnetic track) no longer than 30 minutes. The date of the work should be indicated.

4. Companies

Dance Companies
Dance companies that apply to the program must submit a company application and a videotape (½" VHS cassette) which will be reviewed by a panel of professionals. The videotaped presentation should be a minimum of 20 minutes in length and include 3 to 5 works from the company's repertoire. Videotapes will be at the companies' expense. In addition, companies should submit with their application full-length photos of themselves in action and supporting public relations materials.

Theatre Companies
Theatre companies that apply to the program must submit a company application and a videotape (½" VHS cassette) which will be reviewed by a panel of professionals. Videotapes will be at the companies' expense. The videotaped presentation should be a recent performance that is a minimum of 20 minutes in length. In addition, companies should submit with their application full-length photos of themselves in action and supporting public relations materials.

Companies should also list at least three different references who will attest to the quality of their work and to the value of the educational experiences which the company provides. Include sponsors who have presented your group during the last two seasons. These references should submit letters to the council by the February 1 deadline.

5. Screening

Only complete applications received by the deadline will be reviewed. A postmark is not sufficient if the application is not received by the deadline. The Council will not accept responsibility for materials lost or damaged in transit.

In March, applicants will be evaluated by screening panels on the basis of artistic merit and professional training and experience. Upon completion of the screening process, all applicants will be notified of the outcome of the evaluation. A list of successful candidates will be presented to the participating educational institutions. Participating institutions will then contact artists on this list for interviews. It should be emphasized that passing the screening process does not guarantee the artist an interview or a residency. Interviews will be conducted and final selections made during the spring and summer. Interviews are at the candidate's expense.

Artists applying to the program should keep the Council informed of any changes in phone numbers, addresses, etc., listed on the program application.

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Resident Artist
Application Form

Please type

Applications and all attachments must be received in the North Carolina Arts Council office by February 1. The Council will not process incomplete or late applications and cannot be responsible for materials lost or damaged in transit. Submit application and supporting materials to:

Artists-in-Residence Program
Community Development Section
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611
919/733-7897

1. Applicant

A. Name _____
Mailing Address _____
City _____ County _____
State _____ Zip Code _____
Area Code, Telephone (_____) _____
Area Code, Home Telephone (_____) _____

B. Optional Statistical Information
North Carolina Arts Council policy prohibits discrimination based on race, sex, color, creed, national origin, age or handicap. These questions are for equal opportunity statistics only and will not be used in evaluating your application.
Date of Birth _____
Sex _____ Race _____
Physical Limitations _____

C. Permanent Address if different from above

_____
_____

D. Present Employer

_____

2. Program Interest

_____ Visiting Artist only _____ Artists-in-Schools only
_____ Both Visiting Artist and Artists-in-Schools

3. Description of Work

A. List your art form (discipline) and specific area of concentration (such as visual arts/watercolor or jazz/flute):

_____

B. Briefly describe your work:

4. Professional Credentials

A résumé may be attached but may not be substituted for completion of this section of the application.

A. Education
Include formal study and special training, listing schools, dates, degrees, majors, etc.

B. Awards, Exhibits, Publication Credits
Reviews may be attached but the activity must be itemized in this section.

C. Professional Memberships

D. Professional History
Briefly describe your involvement in your art form.

5. Residency Qualifications

A. Describe past experiences that might enable you to work effectively with emotionally, mentally or physically handicapped individuals or other special populations.

B. State your philosophy of the role of the arts in community and in elementary and secondary school education.

C. In two separate paragraphs, discuss the strengths you have as an artist which would qualify you to work in the community and in the public schools. Include past experiences, artistic qualifications and personality traits.

Community:

Public Schools:

6. Availability

A. List the grade levels with which you prefer to work

_____

B. Indicate when you will be available to work in the program(s) for which you are applying

_____

C. Note any location or travel restrictions

_____

7. References

Please list three and give relationship to you. References should recommend your professional competency and ability to work in educational and community settings. These references should submit letters to you to include with the application or directly to the Council by the February 1 deadline.

Name _____
Relationship _____
Address _____
Daytime Phone _____

Name _____
Relationship _____
Address _____
Daytime Phone _____

Name _____
Relationship _____
Address _____
Daytime Phone _____

8. Attachments

Please include the specific materials requested for each art form as described in the application instructions. Attach any additional information which you feel would be relevant to your application. If any materials are to be returned, these should be clearly marked and a stamped, self-addressed envelope must be provided. Otherwise, materials will not be returned.

9. Certification

I understand that failure to respond to any of the above items may seriously hinder the consideration of this application and that incomplete applications will not be processed. In addition, I certify that the information contained in this application including all attachments and supporting materials, is true and correct to the best of my knowledge.

_____ _____
Signature Date

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Resident Company
Application Form

Please type

1. Instructions

Applications and all attachments must be received in the North Carolina Arts Council office by February 1. The Council will not process incomplete or late applications and can not be responsible for materials lost or damaged in transit.

Applicant companies must be willing to work in North Carolina. Selection on the Artists-in-Schools Resident Artist Roster does not guarantee placement at any participating school.

Submit application and supporting materials to:
Artists-in-Residence Program
Community Development Section
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611
919/733-7897

2. Applicant

A. Name of Company _____
Mailing Address _____
City _____ County _____
State _____ Zip Code _____
Contact Person's Name _____
Contact Person's Title _____
Area Code, Telephone (_____) _____
Area Code, Home Telephone (_____) _____
Artistic Director's Name (if different from contact) _____

B. Describe the size and make-up of the company.

3. Philosophy

A. Describe the philosophy behind the company operation.

B. Explain how this philosophy relates to your aspirations for accomplishment through participation in the Artists-in-Schools program.

4. Experience

A. Describe the company's previous experiences in educational situations and explain how this experience will be beneficial to a public school residency.

B. Describe the previous season's repertoire of your company that was suitable for elementary and/or secondary school audiences.

C. Describe the company's previous touring experience.

5. Proposed Program

A. List the residency activities your company is prepared to provide. Include the time/physical limitations of each activity, as well as the target grade level or special audience (handicapped, blind, deaf, etc.). Examples of residency activities are performances, teacher/student workshops, lecture/demonstrations, master classes, etc.

B. List the approximate dates of availability for residency.

C. List the physical and facility requirements which are necessary for performances.

D. List the average fees for a five-day residency.

6. Attachments

A stamped, self-addressed envelope must be provided in which to return any materials submitted with the application. Otherwise, materials will not be returned.

Educational Materials
Attach examples of educational or public relations materials which may be used for school residencies, such as publicity packages, pre-performance materials, study guides, workshop outlines, etc. If you are planning to develop support materials, please describe or give examples of your proposed materials. Include any related publicity, information and comments you feel appropriate.

Dance Companies
Dance companies that apply to the program must submit a company application and a videotape (½" VHS cassette) which will be reviewed by a panel of professionals. The videotaped presentation should be a minimum of 20 minutes in length and include 3 to 5 works from the company's repertoire. Videotapes will be at the companies' expense. In addition, companies should submit with their application full-length photos of themselves in action and supporting public relations materials.

Theatre Companies
Theatre companies that apply to the program must submit a company application and a videotape (½" VHS cassette) which will be reviewed by a panel of professionals. Videotapes will be at the companies' expense. The videotaped presentation should be a recent performance that is a minimum of 20 minutes in length. In addition, companies should submit with their application full-length photos of themselves in action and supporting public relations materials.

7. References

Please list at least three different references who will attest to the quality of the company's work and to the value of the educational experiences which the company provides. Include sponsors who have presented your group during the last two seasons. These references should submit letters to you to include with the application or directly to the Council by the February 1 deadline.

Name _____
Address _____
Daytime Phone _____

Name _____
Address _____
Daytime Phone _____

Name _____
Address _____
Daytime Phone _____

8. Certification

I understand that failure to respond to any of the above items may seriously hinder the consideration of this application. In addition, I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

_____ _____
Signature Date

The North Carolina Arts Council provides equal opportunities for participation in its programs to all citizens regardless of race, color, national origin, or disability.

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Grassroots Arts Program
Application Instructions

Notes:
This master copy should be kept for future reference. Photocopy from it or call the Arts Council for additional copies

Submit applications, attachments and supporting materials in duplicate to:

Grants Office
North Carolina Arts Council
Raleigh, North Carolina 27611

Assistance in completing this application is available from the Community Development Section, 919/733-7897.

The deadline is January 15 for Local Distributing Agents for funds to be spent July 1 through June 30.

The deadline is March 1 in counties without a Local Distributing Agent for projects to take place July 1 through June 30.

Application Instructions

Applications must be typed and submitted in duplicate by the appropriate deadline. Attachments must also be submitted in duplicate. Should the deadline fall on a weekend or a state government holiday, applications will be accepted on the next working day after the deadline. Duplicate copies of the application and all attachments must be received in the North Carolina Arts Council office by 5:00 p.m. on the deadline date. A postmark is not sufficient if the application is not delivered on time.

The applicant should retain a copy of the application for its files. Only the information contained on the application form itself will be provided to the Council panels for review; however, additional pages may be submitted for staff information.

The following funding policies, granting procedures and legal requirements apply to the expenditure of Grassroots Arts Program funds by Local Distributing Agents (LDAs), their subgrantees or organizations funded directly by the Council. Additional guidelines pertaining to the local distributing agent process are provided in the *LDA Guidebook* available from the Council.

Completing the Application

The following specific instructions are numbered to correspond to the items included in the Grassroots Arts Program Application Form.

1. Applicant Organization
Attach additional pages if necessary. LDAs may provide similar information in this space each year, revising only as necessary.

2. Operating Income of Applicant Organization
Applicants are asked to indicate their total operating income for three fiscal years. The income and expense statement (showing actual, not estimated, income raised and expenses paid) from the previous year as well as the projected budgets for the current and next fiscal years must be attached.

3. Program Summary
Members of the Council's Community Development Panel, who will review Grassroots applications, will see only page 1 of the application form. Therefore the Program Descriptions in item 8 must be summarized. For each applicable program area, provide one or more phrases describing your program(s) and indicate the total funds to be spent. The total at the bottom must be the total amount of Grassroots funds you are requesting.

4. Matching Funds
Grassroots funds must be matched dollar-for-dollar with cash raised locally and spent for the arts in the applicant's county during the same fiscal year for which funding is requested. Indicate the source, use and amount of your matching funds. The source is usually funds from the applicant's budget. However, if necessary, funds from another organization's budget may be identified as Grassroots match. If matching funds are provided by another organization, attach a letter from an authorized representative of the organization giving permission to use its budget as a source of Grassroots match.

5. Internal Operation
Attach additional pages if needed.

6. Community Outreach
Describe specific projects, policies and/or methods your organization uses to actively involve racial minorities and special population groups. Summarize your organization's efforts in all four areas listed: program development, board and staff development, audience development and communications. Attach additional pages if necessary.

7. Subgranting
This question is to be completed only by LDAs and non-LDAs that regrant a portion or all of their Grassroots funds to other organizations. LDAs that make their subgranting decisions prior to the January 15 Grassroots application deadline should summarize their decisions here.

8. Program Descriptions
Please provide a brief but specific summary description of how you propose to use Grassroots funds in any or all of the following areas: Community Programs, School Programs, Projects Pool, Administration/Operation and Other.

In each area, programs may be grouped for simplicity; e.g. under Community Programs, you may group performing arts programs, classes, exhibits, festivals, etc. and provide a brief description of each kind of activity.

Refer to the Glossary of Terms and Codes to indicate the most appropriate Discipline, Type of Activity and Project Type Codes. Refer to item 10 Participation Characteristics to indicate the kinds of population groups you plan to reach in each program area.

This information is summarized to answer item 3.

This form may also be used by subgrantees.

9. Financial Information
All applicants must provide a detailed budget for each program area described in item 8. Duplicate this page of the form if you are applying in more than one program area.

Refer to the Glossary of Terms and Codes for definitions of budget items. Note that Remaining Operating Expenses includes all other expenses not defined in a particular term.

Projects pool or regrant funds to other organizations should be listed under Remaining Operating Expenses. LDAs should note for reporting purposes that financial information will need to be provided in detail for each specific program and each subgrantee.

10. Participation Characteristics
The racial and ethnic characteristics should total 100% (N,A,B,H,W). All other special groups are not all of a kind and may overlap. The combined percentages of each group may total more than 100%. These statistics use the National Standard for Arts Information Exchange and help the Council inform the North Carolina General Assembly of the ultimate beneficiaries of state arts funds. Recognizing that proposed program participation can only be estimated, please be as accurate as possible and use these target percentages as a guide in future reporting.

Funding Policies

1. The Grassroots Arts Program is a partnership program between the Council and the communities of the state. The State of North Carolina provides its major support of local arts projects through this program by allocating funds to each county in the state on a per capita basis.
2. The involvement of racial minorities is an important consideration in the Council's evaluation of programs. Applicants are urged to actively seek minority participation in their projects. Minority organizations are encouraged to apply to Local Distributing Agents, or directly to the Council in counties without LDAs.
3. Grassroots funds must be matched dollar-for-dollar with cash raised locally and spent for the arts in the applicant's county during the same fiscal year for which funding is requested. Matching funds need not be in hand at the time of application but can be anticipated. In-kind contributions cannot replace cash for matching purposes, but can be documented as supplemental evidence of support.
4. No funds received from the North Carolina Arts Council may be used to match another grant from the Council. In addition, the same matching funds may not be used for more than one Council grant.
5. The Council does not make grants for internal programs at colleges, universities, community colleges or technical institutes. Grants to these institutions are considered only for programs that are community-based or generate area-wide arts involvement.
6. Council grants may not be used for deficit funding. Grassroots Arts Program funds may not be used to hire permanent personnel.
7. The Council only funds organizations that demonstrate financial and administrative stability. Incomplete applications cannot be funded. Reports on any previous Council grants must be prompt and complete, or new applications can not be funded.

Granting Procedures
Applicants are strongly encouraged to discuss proposals with Community Development Section staff prior to submitting applications. Special assistance to disabled applicants is available on request.

After applications are submitted, a Council staff member may contact the applicants to discuss the proposals. Applications are then presented to the Council's Community Development Panel of distinguished arts professionals for review and recommendations. The Secretary of the Department of Cultural Resources takes final action on all grant requests.

All applicants are notified in writing of the decision by approximately four weeks after the legislature confirms the amount of funds available to the Grassroots Arts Program. The staff may not discuss the decisions until after written notification has been made.

When an organization is awarded a grant by the Council, it receives a contract letter and copies of regulations which must be agreed to as part of the contract. The contract will specify the grant amount and budget of the project for which funds are being awarded and any special stipulations. Grant funds will not be available to the grant recipient until the contract is signed and returned to the Council by the person who is legally able to obligate the recipient.

If the amount of funds available to the Grassroots Arts Program county allotment is different from the amount requested by an applicant, then the applicant must submit a revised budget before a contract can be prepared.

Funds must be spent only on the activities specified in the grant application. Payment of Grassroots Arts Program funds is made upon receipt of a signed contract. The payment process takes approximately two weeks. Funds cannot be paid before the middle of August.

The grant recipient is obligated to maintain complete and accurate records of all activities connected with the grant, and these financial records must be available to state and federal officials for audit. The records are to be kept for three years from the submission of the final reports, and if an audit is begun the records should be maintained until the audit is resolved. Also, the grantee must adhere to standard administrative and accounting practices.

After funds have been awarded, the grantee must submit a written request and obtain approval before making any substantial changes in the grant program. Any grant monies which remain unobligated and unspent at the end of the grant period must be refunded to the Council.

At the end of the grant period, the grantee must submit to the Council a complete and accurate report on the implementation of the grant program. A complete financial breakdown of how grant and matching funds have been expended must also be submitted. The grantee must report on all the information provided as part of the application.

Local Distributing Agents must also report on the use of Grassroots Arts Program requests and expenditures by their subgrantees.

Legal Requirements

The Council awards funds only to non-profit organizations with tax-exempt status under Section 501 of the Internal Revenue Code of 1964, as amended, allowing contributions made to them to be deductible under Section 170. It is the applicant's responsiblity to see that a copy of its IRS determination letter for tax-exempt status is on file with the Council. Organizations which do not have the required IRS determination letter must apply for assistance through a fiscal agent which does.

The North Carolina Arts Council, as well as its grant recipients, is contractually committed to abide by federal regulations which bar discrimination on the basis of race, color, national origin, disability or sex and require accessibility for persons with disabilities.

Grant recipients of the North Carolina Arts Council are required to conduct their operations in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendment of 1972. Grant recipients must also be in compliance with the Fair Labor Standards Act which provides for minimum compensation to employees.

A grantee is responsible for having an independent audit conducted no less frequently than every two years. An organization receiving more than $25,000 from the Council in any one year is required to have an annual audit done for that year as set forth in OMB Circular A-128 (for state or local governments) or Attachment F of OMB Circular A-110 (for institutions of higher education, hospitals or other non-profit organizations). A copy of that audited report is to be sent to the Council.

Grantees must manage any funds received in accordance with OMB Circular A-102 (for state or local governments) or OMB Circular A-110 (for institutions of higher education, hospitals or other non-profit organizations) for administrative requirements and either OMB Circular A-87 for cost principles applicable to state and local governments, OMB Circular A-122 for cost principles applicable to non-profit organizations, or OMB Circular A-21 for cost principles applicable to colleges and universities.

Discipline Code
Choose **one** arts discipline in which project activities are involved:

01 **Dance**
01A Ballet
01B Ethnic/Jazz
01C Modern

02 **Music**
02A Band
02B Chamber
02C Choral
02D New
02E Ethnic
02F Jazz
02G Popular
02H Solo/Recital
02I Orchestral

03 **Opera/Music Theatre**
03A Opera
03B Musical Theatre

04 **Theatre**
04A Theatre (general)
04B Mime
04D Puppet
04E Theatre for Young Audiences

05 **Visual Arts**
05A Experimental
05B Graphics
05D Painting
05F Sculpture

06 **Design Arts**
06A Architecture
06B Fashion Design
06C Graphic Design
06D Industrial Design
06E Interior Design
06F Landscape Architecture
06G Urban/Metropolitan Design

07 **Crafts**
07A Clay
07B Fiber
07C Glass
07D Leather
07E Metal
07F Paper
07G Plastics
07H Wood
07I Mixed Media

08 **Photography**

09 **Media Arts**
09A Film
09B Audio
09C Video

10 **Literature**
10A Fiction
10B Non-Fiction
10C Playwriting
10D Poetry

11 **Interdisciplinary**

12 **Folk Arts**

13 **Humanities**

14 **Multi-Disciplinary**
14A Performing Arts
14B Visual Arts

15 **Non-Arts/Non-Humanities**

Income

A. Admissions
Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

B. Contracted Services Revenue
Revenue derived from fees earned through sales of services (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition etc.

C. Other Revenue
Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

D. Private Support
Cash support derived from contributions given for this project (other than this grant request) by businesses, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated to this project. Proceeds from fund-raising events should be listed under Other Private Support.

E. Government Support
Cash support derived from grants given for this project (other than this grant request) by agencies of the federal government, state government, multi-state consortiums of state agencies, city, county or other local government agencies, or a proportionate share of such grants allocated to this project. Please note that no Council funds may be used to match another council grant.

F. Applicant Cash
Include funds from "Applicant's" present and/or anticipated resources that "Applicant" plans to provide to proposed project.

G. Grant Amount
Amount requested (in this application) from the North Carolina Arts Council in support of this project.

H. Total Cash Income
The total of all items A-G must equal or exceed the Total Cash Expenses of the project.

I. In-Kind
The value of goods and services specifically identified with the project which are provided to "Applicant" by volunteers or outsider parties at no cash cost to "Applicant." In-kind contributions will need to be documented in subsequent reporting if a grant is awarded.

Expenses

A. Personnel
Payments for salaries, wages, fees and benefits specifically identified with the project for administrtive, artistic and technical/production staff.

B. Outside Fees and Services
Payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

C. Space Rental
Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery and other spaces.

D. Travel
All costs for travel directly related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do **not** include reception or entertainment costs. Shipping costs should be listed under Remaining Operating Expenses.

E. Marketing
All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under Personnel or Outside Professional Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fund-raising costs should be listed under Remaining Operating Expenses.

F. Remaining Operating Expenses
All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under Travel, subgrants and fund-raising. Include projects pool and regrants to other organizations.

G. Capital Expenditures
Acquisitions are expenses for additions to a collection, such as works of art or artifacts. Other Capital Expenditures include expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, or permanent and generally immobile equipment such as grid systems or central air conditioning. Grant funds may only be used for capital expenditures in certain grant programs.

H. Total Cash Expenses
The total of all items A-G above. Note tht the Total Cash Expenses does not include In-Kind Contributions.

Project Type
In each of the groups below, choose the one description that predominantly applies to the project.

Group 1
1 Presenting/Sponsoring–engaging and presenting to the public artists, exhibits, readings, etc. produced elsewhere
2 Touring–performance or exhibition travelling to different areas
3 None of the above

Group 2
4 arts education–increasing knowledge and skills in the arts to general audience
4A arts education–K-12
4B arts education–higher education, adult education
5 arts in education–using the arts to teach non-arts subjects
6 none of the above

Type of Activity Code
Choose **one** category which best describes the project activities:

01 acquisition-additions to a collection, such as works of art, artifacts, etc.
02 audience services–e.g., busing senior citizens to a performance, ticket subsidies
03 award/fellowship
04 creation of a work of art–include commission (a "new work")
05 concert/performance/reading–include production development
06 exhibition–include film and video, development
07 facility construction, maintenance, renovation
08 fair/festival
09 identification/documentation–e.g., for archival or educational purposes
10 institution/organization establishment–for creation or development of a new institution/organization
11 institution/organization support–general operational support
12 instruction/class/lecture–include lecture-demonstrations and workshops
13 marketing–promotion, advertising, publicity
14 professional support, administrative–salaries, wages, fees and benefits of administrative staff
15 professional support, artistic–salaries, wages, fees and benefits of artistic staff
16 recording/filming/taping
17 publication–e.g., manuals, books, newsletters
18 repair/restoration/conservation
19 research/planning–include evaluation
20 school residency–artists in residence in an educational institution
21 other residency–artists in residence in other than educational institutions
22 seminar/conference
23 equipment purchase/lease/rental
24 distribution of art–films, prints, books; include broadcasting
25 apprenticeship/internship
26 regranting
27 translation
28 writing about art (criticism)
29 other

North Carolina **Arts Council**

Raleigh
North Carolina
27611

Grassroots Arts Program
Application Form

Please type/submit in duplicate

1. Applicant Organization

The applicant must be a non-profit organization with federal tax-exempt status. If not, the applicant must find a non-profit fiscal agent and complete item 13 below.

County _____ Date of Application _____

Fiscal Year In Which Grassroots Funds Will Be Used:
July 1, 19____-June 30, 19____

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

Telephone Day (____) _____ Home (____) _____

Describe the organization in the space provided. Include date organized, board composition, scope of services, programs, number of paid employees and number of people served. Public schools and other large governmental agencies should provide a description of their arts program only rather than the entire system.

2. Operating Income of Applicant Organization

Total income of applicant's current funds, which are resources expendable for operating purposes. Attach complete income and expense statements and budgets for each of the three years indicated.

Last year $_____ Present year $_____ Next year $_____

3. Program Summary

Briefly summarize the Program Descriptions provided in item 8.

	Amount
Community Programs	$_____
School Programs	$_____
Projects Pool	$_____
Administration/Operation	$_____
Other	$_____
Total Grassroots Funds Requested	$_____

4. Matching Funds

Please identify matching funds in an amount equal to the total Grassroots Funds you are requesting.

Source	Use of Funds	Amount
_____		$_____
_____		$_____
_____		$_____
_____		$_____
	Total Match	$_____

5. Internal Operations

Describe briefly the major goals of your organization and the overall strategy for implementing those goals. Summarize your organization's planning process, how your organization works to develop the arts in your county, how your organization evaluates its programs and/or services, and your organization's policies and procedures for ensuring fiscal control and accountability.

6. Community Outreach

Describe your organization's efforts to actively involve racial and ethnic minorities and special population groups (e.g., people with disabilities, institutionalized people, elderly people) in the following areas: program development (program planning, implementation and evaluation), board and staff development, audience development and communications (publications, publicity, etc.)

7. Subgranting

If your organization subgrants, explain the priorities of your grant-making process and describe the subgranting procedures you follow. Include how information about the availability of grants is disseminated, who is eligible to apply, and who decides how the funds are allocated.

8.

This is item 8 of the Grassroots Arts Program Application Form to the North Carolina Arts Council. It may also be used by subgrantees of Local Distributing Agents.

Name of Applicant Organization _____

In the following 5 areas (Community Programs, School Programs, Projects Pool, Administration/Operation and Other) summarize where applicable how Grassroots funds will be used. If you do not propose to use Grassroots funds in a particular program area, you need not fill out that section of the form.

A. Community Programs

These activities are those which serve the general population and should involve a broad cross-section of the community and involve racial and ethnic minorities or other special population groups. Indicate which programs are specifically planned to increase community outreach.

Discipline Code:	Type of Activity Code:	Project Type Codes:
_____	_____	_____ _____

Amount of Grassroots funds requested: $_____

Please give a brief description of the community program(s) for which you are requesting assistance, indicating which programs are specifically planned to increase community outreach:

B. School Programs

These activities are those which take place within public or private elementary or secondary schools.

Discipline Code:	Type of Activity Code:	Project Type Codes:
_____	_____	_____ _____

Amount of Grassroots funds requested: $_____

Please give a brief description of the school program(s) for which you are requesting assistance:

C. Projects Pool

Projects pools reserve funds for subgranting to other community organizations for arts programs.

Amount of Grassroots funds requested: $_____

Please list the names of the organizations you will encourage to apply for Grassroots subgrants, indicating which have as their primary constituencies racial and ethnic minorities and special populations:

D. Administration/Operations

These are the applicant organization's general administrative and/or operating costs such as office supplies, printing, postage, telephone, utilities, rent, etc.

Discipline Code:	Type of Activity Code:	Project Type Codes:
_____	_____	_____ _____

Amount of Grassroots funds requested: $_____

Please give a brief description of the administrative/operating expenses for which you are requesting assistance:

E. Other

Discipline Code:	Type of Activity Code:	Project Type Codes:
_____	_____	_____ _____

Amount of Grassroots funds requested: $_____

Please describe any other proposed uses of Grassroots funds not included in the preceding four program areas:

9. Financial Information

Grassroots applicants should provide one budget for each of the applicable program areas (A, B, C, D, E) described in item 8. Please duplicate this page as needed.

Name of Organization _____

Program Summary _____

Expenses	cash expenses	= Grassroots amt requested	+ applicant cash match	in-kind contributions	in-kind source
A. *Personnel*					
Administrative					
Artistic					
Technical/ Production					
B. *Outside Fees and Services*					
Artistic					
Other _____					
C. *Space Rental*					
D. *Travel*					
E. *Marketing*					
Printing					
Other _____					
F. *Remaining Operating Expenses*					
Postage					
Telephone					
Supplies					
Projects Pool					
Other _____					
G. *Capital Expenditures*					
Acquisitions					
Other _____					
H. Total Cash Expenses $ _____	= _____		+ _____		

Income	Cash Income
A. *Admissions*	
B. *Contracted Services Revenue*	
C. *Other Revenue*	
D. *Private Support*	
corporate contributions	
foundation grants	
other private support	
E. *Government Support*	
federal	
state/regional (not including this request)	
local	
F. *Applicant Cash*	
G. *Grassroots amount requested* from the North Carolina Arts Council for the program	
H. *Total Cash Income* (must be at least as much as Total Cash Expenses, item 8H above)	56

10. Participation Characteristics

Estimate the total number of people and the population groups to which they belong who will be involved collectively in the Grassroots-funded programs described in item 8. Special consideration should be given in planning your programs to the active involvement of racial and ethnic minorities and people with disabilities. (These Participation Characteristics will need to be provided in detail for each specific program and subgrantee in the Grassroots evaluation required at the end of the project period.)

paid staff (full-time personnel) _____

(part-time personnel) _____

volunteers _____

artists _____

audience _____ (people benefitting from the project)

total participants _____ complete statistics in each section below

	special population group	percentage of total participants		special population group	percentage of total participants
G	general	_____ %G	E	mentally or psychologically impaired	_____ %E
N	American Indian/ Alaskan Native	_____ %N	D	hearing impaired	_____ %D
A	Asian/Pacific Islander	_____ %A	Q	visually impaired	_____ %Q
B	Black, not Hispanic	_____ %B	P	otherwise physically impaired	_____ %Q
H	Hispanic	_____ %H			
W	White, not Hispanic	_____ %W	I	institutionalized (other than correctional	_____ %I
C	child	_____ %C	J	institutionalized (correctional)	_____ %J
Y	secondary school student	_____ %Y			
U	college/university student	_____ %U	V	veteran	_____ %V
S	senior citizen	_____ %S			
			F	woman	_____ %F

11. Checklist

Please make sure the application is complete by following this checklist, which corresponds to the numbered items in the form. Incomplete applications will not be reviewed.

1. Applicant Organization information complete
2. Operating Income section complete and fiscal information attached in duplicate
   - Income and expense statement for previous year
   - Operating budget for current year
   - Planned operating budget for next year
3. Program Summary complete and addition correct
4. Matching Funds identified and certification letter attached if the funds are being provided by another organization
5. Internal Operations narrative complete
6. Community Outreach narrative complete
7. Subgranting narrative complete
8. Program Descriptions complete, and additional pages also submitted in duplicate
9. Financial Information complete and addition correct
10. Participation Characteristics complete
11. Checklist complete
12. Mailing Address complete
13. Applicant Fiscal Agent complete (if applicable)
14. Certification signatures provided

Duplicate copies submitted to North Carolina Arts Council

12. Mailing Address

Name of Applicant Organization _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____

_____

City _____ County _____

State _____ Zip Code _____

Area Code, Telephone (_____) _____ Day

(_____) _____ Home

Name and Position of Authorizing Official
This is the person who is legally able to obligate the applicant

_____

IRS tax determination letter ____ on file ____ attached

13. Applicant Fiscal Agent

This is the non-profit Payee to whom checks should be issued if the Applicant Organization is not tax-exempt.

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____

_____

City _____ County _____

State _____ Zip Code _____

Area Code, Telephone (_____) _____ Day

(_____) _____ Home

Name and Position of Authorizing Official
This is the person who is legally able to obligate the fiscal agent

_____

IRS tax determination letter ____ on file ____ attached

14. Certification

We understand that failure to respond to any of the above items may seriously hinder the consideration of this application. We certify that we are committed to the completion of the proposed project in compliance with legal requirements and granting procedures. We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

_____

Signature of Authorizing Official Date

_____

Signature of Project Director Date

_____

Signature of Fiscal Agent Authorizing Official Date

The applicant should retain a copy of the application for its files and provide a copy to its local arts council.
Submit applications and supporting material in duplicate to:
Grants Office
North Carolina Arts Council
Department of Cultural Resources
Raleigh, North Carolina 27611

VISITING ARTIST DIRECTORY
1986-87

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Anson TC P. O. Box 68 Ansonville, NC 28007 COURIER 382 (704) 826-8333 Dr. Edwin Chapman, Pres.	Joseph Bathanti (704) 694-6505	Writing/Poetry	2	Lois Crumpler
Asheville-Buncombe TC 340 Victoria Road Asheville, NC 28801 COURIER 681 (704) 254-1921 Harvey Haynes, Pres.	John Ferguson	Piano	3	Lowell Smith
Beaufort County CC P. O. Box 1069 Washington, NC 27889 COURIER 173 (919) 946-6194 James Blanton, Pres.	Hugh Robertson	Woodwind	2	Dr. Don Corlett
Bladen TC P. O. Box 266 Dublin, NC 28332 COURIER 427 (919) 862-2164 Lynn King, Pres.	Beth Atwater	Painting	1	Charles Moore
Blue Ridge TC Flat Rock, NC 28731 COURIER 676 (704) 692-3572 Dr. William Killian, Pres.	Charlene Ellis	Writing/Prose	3	James Morton

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Brunswick TC P. O. Box 30 Supply, NC 28462 (919) 754-6900 Dr. Joseph Carter, Pres.	Pamela Reid	Drama/Acting	1	Jesse Clemmons
Caldwell CC & TI P. O. Box 600 Lenoir, NC 28645 COURIER 801 (704) 728-4323 Dr. Eric McKeithan, Pres.	Edward Devaney	Playwright	3	Eliza Bishop
Cape Fear TI 411 N. Front Street Wilmington, NC 28401 COURIER 412 (919) 343-0481 Dr. Thomas Satterfield, Pres.	Robert Williams	Saxophone	3	Ada Davis
Carteret TC 3505 Arendell Street Morehead City, NC 28557 COURIER 1112 (919) 247-3094 Dr. Donald Bryant, Pres.	Becke Roughton (919) 247-4448	Writing/Poetry	2	Carrol Jones
Catawba Valley TC Hickory, NC 28601 COURIER 631 (704) 327-9124 Robert E. Paap, Pres.	William Hearn	Classical Guitar	4	Stephen Wagoner

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Central Carolina TC 1105 Kelly Drive Sanford, NC 27330 COURIER 333 (919) 775-5401 Dr. Marvin Joyner, Pres.	Eugene Jones	Clarinet	2	Gwen Glover
Central Piedmont CC P. O. Box 35009 Charlotte, NC 28235 COURIER 518 (704) 373-6633 Dr. Ruth Shaw, Pres.	Christina Pacosz	Poetry	1	Joseph Barwick
Cleveland TC 137 S. Post Road Shelby, NC 28150 COURIER 641 (704) 484-4000 Dr. James Petty, Pres.	Joseph Sobol	Folk Music	2	Dr. Dorothy McIntyre
Coastal Carolina CC 444 Western Blvd. Jacksonville, NC 28540 COURIER 1107 (919) 455-1221 Dr. James Henderson, Pres.	Lea Beth Cram	Soprano	1	Dr. Frank Gaines and Dr. Michael Daugherty
College of The Albemarle P. O. Box 2327 Elizabeth City, NC 27909 COURIER 1034-A (919) 335-0821 Dr. Parker Chesson, Pres.	Leslie Moye	Cello	1	Dr. Leland Chou

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Craven CC P. O. Box 885 New Bern, NC 28560 COURIER 133 (919) 638-4131 Dr. Thurman Brock, Pres.				Robert McClanahan
Davidson County CC P. O. Box 1287 Lexington, NC 27292 COURIER 253 (704) 249-8186 Dr. Bryan Brooks, Pres.	Susan Stone	Flute	4	Katherine Montgomery
Durham TCC P. O. Drawer 11307 Durham, NC 27703 COURIER 205 (919) 598-9222 Dr. Phail Wynn, Pres.	Arnold Richardson	Folk Sculpture	2	Augusta Julian
Edgecombe TC P. O. Box 550 Tarboro, NC 27886 COURIER 751 (919) 823-5166 Charles McIntyre, Pres.	Carol Klevay	Drama/Acting	1	Earl Roberson
Fayetteville TI P. O. Box 35236 Fayetteville, NC 28303 COURIER 101 (919) 323-1961 Dr. Craig Allen, Pres.	Tom Grubb	Sculpture	3	Barbara Copeland

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Forsyth TI 2100 Silas Creek Parkway Winston-Salem, NC 27103 COURIER 225 (919) 723-0371 Dr. Bob Greene, Pres.	Michael Thompson	Classical Guitar	3	James Rousseau
Gaston College New Dallas Highway Dallas, NC 28034 COURIER 651 (704) 922-8041 Dr. Wayne Scott, Pres.	Jerome Johnson	Drama/Acting	1	Jean Mahaffey
Guilford TCC P. O. Box 309 Jamestown, NC 27282 COURIER 219 (919) 292-1101 Dr. Raymond Needham, Pres.	Carl Shugart	Cello	2	William Guill
Halifax CC P. O. Drawer 809 Weldon, NC 27890 COURIER 741 (919) 536-2551 Dr. Phillip Taylor, Pres.	Thomas Whiteside	Photography	3	Dr. John Griffin
Haywood TC Freedlander Drive Clyde, NC 28721 COURIER 910 (704) 627-2821 Joseph Nanney, Pres.	Daniel Miller	Metalsmith	3	James Moody

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Isothermal CC P. O. Box 804 Spindale, NC 28160 COURIER 671 (704) 286-3636 Dr. Willard Lewis, Pres.	Richard Weis	Painting and Drawing	1	Augusta Hyde
James Sprunt CC P. O. Box 398 Kenansville, NC 28349-0398 COURIER 1100 (919) 296-1341 Dr. Carl Price, Pres.	Brian Morris	Classical Guitar	2	Drew Rowe
Johnston TC P. O. Box 2350 Smithfield, NC 27577 COURIER 165 (919) 934-3051 Dr. John Tart, Pres.	Amy Mugavero	Violin	3	David Creech
Lenoir CC P. O. Box 188 Kinston, NC 28501 COURIER 123 (919) 527-6223 Dr. Jesse McDaniel, Pres.	Mario Hunter	Clarinet	4	Edward Mills
Martin CC Kehukee Park Road Williamston, NC 27892 COURIER 1081 (919) 792-1521 Dr. Travis Martin, Pres.	Akal Dev K. Khalsa (Sharon Zuckerman)	Flute	2	Milton Council

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Mayland TC P. O. Box 547 Spruce Pine, NC 28777 (704) 765-7351 Dr. O. M. Blake, Pres.	Larry White	Photography	4	Barbara McKinney
McDowell TC Route 1, Box 170 Marion, NC 28752 COURIER 691 (704) 652-6021 Dr. Robert Boggs, Pres.	Benjamin Porter	Photography	2	Robert Knox
Mitchell CC West Broad Street Statesville, NC 28677 COURIER 232 (704) 873-2201 Dr. Charles Poindexter, Pres.	Andrew Braitman	Painting	3	Kenneth Bradshaw
Montgomery TC P. O. Box 787 Troy, NC 27371 COURIER 397 (919) 572-3691 Dr. Benny Hampton, Pres.	William Jones	Trumpet and Cornet	2	Gay Russell
Nash TC Old Carriage Rd. P. O. Box 7488 Rocky Mount, NC 27804-7488 COURIER 770 (919) 443-4011 Dr. Reid Parrott, Pres.	Tony Deaton	Baritone	1	Charles Bucher

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Pamlico TC Highway 306 South Grantsboro, NC 28529 (919)\249-1851 Paul Johnson, Pres.	Margaret Martin	Folk Music	2	Gail Johnson
Piedmont TC P. O. Box 1197 Roxboro, NC 27573 COURIER 2202 (919) 599-1181 Dr. Edward Cox, Pres.	Jonathan Helton	Saxophone	2	Phyllis Gentry
Pitt CC P. O. Drawer 7007 Greenville, NC 27834 COURIER 145 (919) 756-3130 Dr. Charles Russell, Pres.	Henry Queen	Folk Music	1	Louise Downing
Randolph TC P. O. Box 1009 Asheboro, NC 27203 COURIER 265 (919) 629-1471 M. H. Branson, Pres.	Bruce Buchanan	Clarinet Saxophone Flute Recorder	3	Carl Zeigler
Richmond TC P. O. Box 1189 Hamlet, NC 28345 COURIER 381-A (919) 582-1980 Joseph Grimsley, Pres.	Carolyn Stevens (Ci Ci)	Metalwork Jewelry Sculpture	1	Emily Hartzell

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Roanoke-Chowan TC Route 2, Box 46-A Ahoskie, NC 27910 COURIER 1011 (919) 332-5921 David Sink, Pres.	Scott Ainslie	Folk Music	1	Brewster Brown
Robeson TC P. O. Box 1420 Lumberton, NC 28358 COURIER 436 (919) 738-7101 Fred Williams, Pres.	Mary Cooke	Soprano	3	Hubert Bullard
Rockingham CC Wentworth, NC 27375 COURIER 2223 (919) 342-4261 Dr. Jerry Owens, Pres.	Ronald Campbell	Baritone	3	Roslyn Cheagle
Rowan TC P. O. Box 1595 Salisbury,NC 28144 COURIER 242 (704) 637-0760 Dr. Richard Brownell, Pres.	David Morris	Folk Music	2	Jarrett Chandler
Sampson TC P. O. Drawer 318 Clinton, NC 28328 COURIER 404 (919) 592-8081 Clifton Paderick, Pres.	Tony Medlin	Drama/Acting and Directing	1	Ann Glover

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Sandhill CC 2200 Airport Road Pinehurst, NC 28374 COURIER 343 (919) 692-6185 Dr. Raymond Stone, Pres.	Nancy Bondurant	Bassoon	1	Frances Wilson
Southeastern CC P. O. Box 151 Whiteville, NC 28472 COURIER 422 (919) 642-7141 Dr. Dan Moore, Pres.	Bruce Piephoff	Writing/Poetry	1	Richard Burkhardt
Southwestern TC 275 Webster Road Sylva, NC 28779 (704) 586-4091 Dr. Norman Myers, Pres.	Douglas James	Classical Guitar	4	Kathryn Zachary
Stanly TC Route 4, Box 5 Albemarle, NC 28001 COURIER 391 (704) 982-0121 Dr. Charles Byrd, Pres.	William Gouge	Piano	3	Iris Fisher
Surry CC P. O. Box 304 Dobson, NC 27017 COURIER 804 (919) 386-8121 Dr. Swanson Richards, Pres.	Nathan Williams	Clarinet	2	Dr. Claude Ayers

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Technical College of Alamance Box 623 Haw River, NC 27258 COURIER 284 (919) 578-2002 Dr. Ronald McCarter, Pres.	Richard Pinson	Piano	2	Dr. Frances Marlette
Tri-County CC P. O. Box 40 Murphy, NC 28906 (704) 837-6810 Vincent Crisp, Pres.	Bryan Van Thompson	Drama/Mime	2	Harry Jarrett
Vance-Granville CC Box 917 Henderson, NC 27536 COURIER 720 (919) 492-2061 Dr. Ben Currin, Pres.	Marjorie Scheer	Choreography	1	Leo Kelly, Jr.
Wake TC 9101 Fayetteville Road Raleigh, NC 27603 COURIER 373 (919) 772-0551 Dr. Bruce Howell, Pres.	James Gardner (Ned)	Trumpet	1	Ken Boham
Wayne CC Caller Box 8002 Goldsboro, NC 27530 COURIER 113 (919) 735-5151 Dr. Clyde Erwin, Pres.	Joseph Hoey	Classical Guitar	2	Shirley Boyd

INSTITUTION	ARTIST	ART FORM	YEARS IN PROGRAM	COORDINATOR
Western Piedmont CC 1001 Burkemont Avenue Morganton, NC 28655 COURIER 612 (704) 437-8688 Dr. James Richardson, Pres.	Christopher Roselle	Baritone	1	Dr. Carolyn West
Wilkes CC P. O. Drawer 120 Wilkesboro, NC 28697 COURIER 811 (919) 667-7136 Dr. David Daniel, Pres.	Dan Mason	Drama/Acting and Directing	2	Dewey Mayes
Wilson County TC P.O. Box 4305 Woodard Station Wilson, NC 27893 COURIER 151 (919) 291-1195 Dr. Frank Eagles, Pres.	Louise Anderson	Storytelling	2	Barbara Berry

North Carolina **Arts Council**
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